General Emergency Evacuation Procedures

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In the event of an emergency or other life-threatening situation, the College may order a building evacuation. Once an evacuation order has been issued, all staff, students, and visitors must exit the building immediately and follow the posted evacuation instructions for their area.

If the fire alarm is activated, the building must be evacuated immediately. Activation of the fire alarm also results in notification to 911. DO NOT USE THE ELEVATOR IN THE WASHINGTON CAMPUS TO EVACUATE THE BUILDING.

The Dean of Campus Operations, the Public Safety Officer, and Campus Security are responsible for assisting with and coordinating the safe evacuation of the building.

Evacuation Assembly Areas

When the building is evacuated, individuals should report to the appropriate assembly area as follows:

Washington

- Individuals exiting from the front of the building should proceed to the back of the main parking lot unless otherwise directed by emergency responders to move elsewhere
- Individuals exiting from the rear of the building should proceed to the drone pad area.

Phillipsburg

- All persons should evacuate from the closest exit to the parking lot across Marshall Street

Instructions for Students

Students must follow all instructions provided by college administrators, faculty, Public Safety personnel, or emergency responders.

Unless otherwise directed, students should not leave campus following an evacuation until a census or accountability check has been conducted to help ensure that all occupants have exited the building safely.

Instructions for Professors and Instructors

Professors and instructors are required to review emergency procedures and evacuation routes with their students at the beginning of each semester or term, including primary and alternate emergency exits.

In the event of an evacuation, the instructor should:

- direct students to exit the classroom calmly and promptly;

- close all classroom windows and doors, leaving doors unlocked;
- proceed with students to the designated assembly area; and
- account for students to the extent practicable and report any concerns or missing persons immediately to the Dean of Campus Operations, Public Safety Officer, or emergency personnel on scene.

Instructions for Administrators and Staff

Administrators and supervisors are required to review emergency procedures and evacuation routes with their staff.

In the event of an evacuation:

- designated personnel will assist with evacuation efforts in their assigned areas;
- staff should close windows and doors, leaving doors unlocked, if time and conditions permit;
- all employees should proceed promptly to the designated assembly area; and

- supervisors should account for staff members to the extent practicable and report any concerns immediately to the Dean of Campus Operations, Public Safety Officer, or emergency personnel on scene.

Special Assistance

At the beginning of each semester, the College designates staff members to assist individuals who may require additional help during an evacuation.

Students or employees who believe they may require special evacuation assistance should notify the Dean of Campus Operations (Tim Shay x2626) or Public Safety (James McCoy x2353) as early as possible so that appropriate planning can be made.

Under no circumstances should anyone re-enter the building until emergency officials or College authorities have declared it safe to do so

General Emergencies on Campus

In the event of any campus emergency, remain calm and exercise good judgment.

Any student or employee who becomes aware of a situation requiring assistance should contact Campus Security at x2455.

If the situation appears life-threatening or requires immediate outside emergency response, call 911 immediately.

Classroom Emergencies

All classrooms are equipped with phones for use in emergencies or to report classroom-related problems.

- For non-emergency security matters, contact Campus Security at x2455.
- For maintenance, HVAC, or other facilities-related matters, contact Campus Operations at x2330.
- For any emergency requiring outside police, fire, or EMS response, dial 911 first. You do not need an outside line; simply dial 9-1-1.

If 911 is called, contact Campus Security at x2455 immediately afterward so that personnel can direct emergency responders to the proper location.

Depending on the nature of the emergency and if circumstances permit, the College may also use the telephone system and other available communication tools to issue a mass alert regarding an emergency on campus.

Emergency Notification System

Warren County Community College uses Rave Alert as its emergency notification system. This system allows students and employees to receive emergency alerts by text message and email.

Registration for RAVE (The College's Emergency Notification System

WCCC Strongly encourages all personnel to sign up for the Emergency Notification System. The Instructions are as follows:

1. Go to **www.getrave.com/login/warren**
2. Enter the requested information and agree to the terms of use.
3. If prompted, check your email and select the verification link to continue the registration process.
4. During mobile phone registration, enter the 4-digit confirmation code sent to your phone by text message.
5. Complete the registration process to begin receiving alerts.

Students and employees are strongly encouraged to maintain current contact information in the system at all times.

Weather or Other Emergencies

When snow, sleet, high winds, or other hazardous weather conditions are serious enough to affect personal safety or College operations, the College may delay opening, cancel classes, or close entirely.

In such cases, notifications will be communicated through the Emergency Notification System (RAVE). In addition, announcements may be posted through the following, depending on conditions:

- the College website: **www.warren.edu**
- the College main number: (908) 835-9222

Note: When a delayed opening is announced, classes beginning after the delayed opening time will meet at their regularly scheduled time. Class times are not shifted when delayed openings are announced.

Important Phone Numbers and Extensions

Emergency: 911
Campus Security: x2455
Coordinator of Public Safety: x2353
Dean of Campus Operations: x2626
Campus Operations Office: x2330
Main College Number: (908) 835-9222