



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

The Department of Public Safety is 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*

Be sure to download NJCU's Rave Guardian App! Rave Guardian is a personal safety app that allows direct engagement and contact to our Dispatch Command Center. You can request a virtual escort, send confidential safety tips, and call the Department of Public Safety directly. To download, search "Rave Guardian" in the App Store or Google Play.



## **FIRE OR EXPLOSIONS**

If you discover an out-of-control fire or explosion, alert those in the immediate area, pull the nearest fire alarm, and contact Public Safety at **201-200-3128** or press “55” on any campus phone. There are pull station alarms on each floor next to each fire exit stairwell. To operate, open door (if applicable) 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**

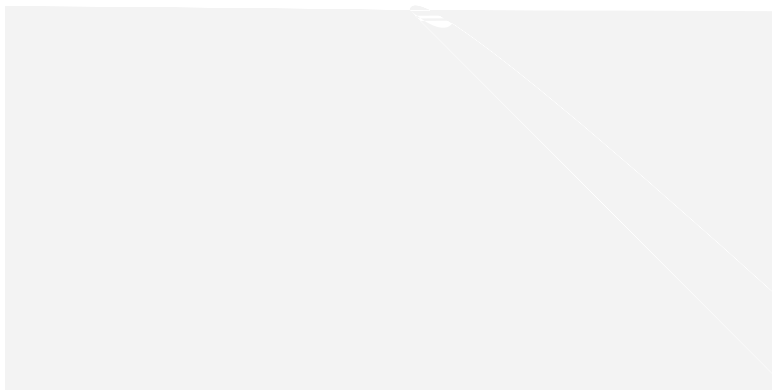
If a child or adult is unable to navigate the stairs, he/she should stay on the floor they are on and proceed to the designated safe area. Someone must stay with them (an adult must stay with a child, and an adult must also stay with an adult; no one should wait alone on any floor). Notify the Department of Public Safety of physically challenged people who are sheltering in place.

### **BE PREPARED**

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

## **MEDICAL EMERGENCIES**

Call **911** (dial **9-911** if calling from a campus phone) in a medical emergency and call Public Safety at **201-200-3128** or press “**55**” on any campus phone.



## **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.

## **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 o ?

What will make it explode?

Where is the caller located?

Is there any background noise you can identify?

Is the voice familiar?

## **MISSING STUDENT/ STUDENT WHO HAS RUN AWAY**

### **IF A STUDENT IS CONFIRMED TO BE MISSING:**

Immediately call **911 (dial 9-911 if calling from a campus phone)**. 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 at **201-200-3128** or press "**55**" on any campus phone and await further instructions.

If the missing student has special needs or if Staff has any indication the student may have been abducted or is in an unsafe location, call **911 (dial 9-911 if calling from a campus phone)** 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 at **201-200-3128**.

Stay in the elevator until help arrives.

### **IF YOU SUSPECT A PERSON HAS BECOME TRAPPED:**

Notify Public Safety at **201-200-3128** or press “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. If possible, identify who is in the elevator.

Help them to remain calm and remind them to stay in the elevator until help



# 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 (dial 9-911 if calling from a campus phone)**.

If someone is contemplating suicide, remain calm and encourage others to do the same. If the threat is immediate or imminent, call **911 (dial 9-911 if calling from a campus phone)**. Do not leave the person alone. If the threat is not immediate, report the incident immediately to Public Safety at **201-200-3128** or press "**55**" on any campus phone. Try to provide a safe, quiet, secure space for the person until 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



# **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 openings.

## **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 information), 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. Turn off all cellphones and other technology devices that will make noise.

## **IMPORTANT NUMBERS**

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

### **PUBLIC SAFETY OFFICE:**

Dispatch:

**201-200-3128**

Office:

**201-200-3127**

Emergency:

**press 55 on any campus phone**

Health & Wellness:

**201-200-3456**

Facilities & Construction Management:

**201-200-3191**

Dean of Students:

**201-200-3525**