

EMERGENCY INFORMATION

2011-
2012

Security- dial extension 777 from any campus phone

Emergency or Non-Emergency Services

Security can be reached 24 hours a day, 7 days a week by dialing **777** from any campus telephone. If you are calling from off campus or using a cell phone, dial the main campus number, 856/691-8600, when the recorded message comes on dial **777**.

Any time there is an emergency on campus, all calls are to be made to extension **777**. This includes requests for Security, Police, Fire, or Medical personnel, as well as any non-emergency requests for Security on campus is needed, such a parking/traffic complaints and doors that need to be unlocked.

When reporting an emergency to Security, please remain calm and speak clearly. Identify which emergency service you require (Security, Police, Fire or Ambulance) and be prepared to provide the following information:

- Your name
- What location is help needed
- A description of the situation

If you are ever in a situation where you cannot speak freely and/or you feel that a direct call to Security will escalate the problem, and you need immediate assistance, please call extension **777** and use the code word that has been established.

If for any reason you are unable to make contact with Security by dialing extension **777** and the situation requires immediate outside assistance (Police, Fire, Medical personnel), you can dial direct from any college telephone the Vineland Police Department by dialing 9-911. If you dial 911, please remember that you must continue to try calling Security at extension **777**, so Security is aware of your location, and can direct the emergency personnel.

Emergency Notification

An emergency message will be sent via the college's **Emergency Notification System** to all phone numbers, text message numbers, cell phone numbers and email addresses stored in the college's Student Information System.

For immediate warnings on campus, the college's clock tower will also chime continuously which indicates that everyone should seek immediate shelter and stay in place until you are told it is safe to leave.

Call Boxes/Hallway Telephones

Campus Security can also be contacted by the use of call boxes and hallway telephones. The call boxes have been strategically placed around campus. These call boxes are clearly marked and identifiable. Simply follow the instructions on the front panel of the call box to contact security.

The Academic, Science, Wheaton, Fine Arts Center and University Center buildings are equipped with hallway telephones. These are house telephones that can be used to call any in-house extension, including Campus Security. The extension to reach Campus Security from any hallway telephone is "777" for emergency and non-emergency requests, 24 hours a day, 7 days a week. These telephones have been programmed to allow dialing "9-911" to the Vineland Police Department. This is the only direct outside dialing from hallway telephones.

Fire

If smoke or fire is observed in a building, the alarm should be pulled, and Security called at extension **777** immediately.

Bomb Threat

In the event you receive a bomb threat, listen closely to the caller's voice, speech patterns and noises in the background. Record what time the call was received and the exact words of the caller. If the telephone displays the caller's phone number, write it down. Try to find out the location of the bomb, and when the bomb is set to explode. At the conclusion of the call, immediately contact Campus Security at extension **777**, advise them of the call, and provide as much information as you were able to obtain.

Evacuation Procedures

1. Alarm will sound.
2. Designated building coordinator will assist in the evacuation of their building.
3. Security or representative will notify personnel when it is safe to re-enter their building.

Emergency Evacuation Chair

The college has enhanced its emergency evacuation capability for persons with impaired mobility by installing two Evacu-Trac evacuation chairs. These chairs are encased in metal cabinets and marked "Emergency Evacuation Device." One chair is located on the second floor of the Academic Building outside classroom A-27, and the other chair is located inside the Fitness Center. Several staff members including Campus Security have received training in the operation of these chairs, which allows for movement of people with disabilities down stairways quickly and safely during an emergency.

Lock-Down Procedures

Upon notification that the college/building(s) will be in lock-down, you should keep away from doors, windows, and outer walls. Lock the door if possible, otherwise attempt to secure the room by stacking furniture in front of the door. Do not draw attention to yourself, and keep out of the line of sight. Do not exit the building when a fire alarm sounds unless you have reason to believe that there really is a fire in the building. Lock-down concludes only with notification from Campus Security, a college administrator, or law enforcement personnel.

Defibrillators (AED)

The college has four automated external defibrillators (AED) for the campus to be administered by trained personnel according to state regulations. Several staff members, including Campus Security, have received CPR/AED training.

Defibrillators are installed in the following locations:

- Security Office
- Fitness Center (wall-mounted)
- Wheaton Building/Office Complex (wall-mounted)
- FPAC/Humanities/Office Complex (wall-mounted)
- Conference Center/Lobby Desk (wall-mounted)
- University Center/Office Complex (wall-mounted)

EMERGENCY EVACUATION

Building	Coordinator	1st Staging Area	2nd Staging Area
Academic			
ASL Wing	Karen Arenz	Parking Lot F	Parking Lot F
ASL Wing	Renee Patterson	Parking Lot F	Parking Lot F
Computer Lab	Bernie Castro	Parking Lot F	Parking Lot F
Computer Lab	Vicki Simek	Parking Lot F	Parking Lot F
First Floor	Nate Alridge	Parking Lot F	Parking Lot F
First Floor	Sandra Cruz	Parking Lot F	Parking Lot F
First Floor	Patricia Lafferty	Parking Lot F	Parking Lot F
Second Floor	Phyllis Seidner	Parking Lot F	Parking Lot F
Second Floor	Linda Scully	Parking Lot F	Parking Lot F
Second Floor	Dorothy Cohen	Parking Lot F	Parking Lot F
Administration	Danielle Romeo	Parking Lot F	Parking Lot F
	Nancy Ewan	Parking Lot F	Parking Lot F
Conference Center	Kevin Kolva	Parking Lot G	Parking Lot G
Fine Arts Center			
Theater & Studios	Christopher Titora	Parking Lot G	Parking Lot G
Theater & Studios	Greg Hambleton	Parking Lot G	Parking Lot G
Classroom/Offices	Brenda Torres	Call Box Lots H/I	Call Box Lots H/I
Classroom/Offices	Jackie Whilden	Call Box Lots H/I	Call Box Lots H/I
Classroom/Offices	Deborah Snead	Call Box Lots H/I	Call Box Lots H/I
Library/ Distance Learning	Patti Schmid	Library Lawn-South Side	Call Box Lots H/I
	Valerie Gouse	Library Lawn-South Side	Call Box Lots H/I
	Trinee Smith	Library Lawn-South Side	Call Box Lots H/I
Science/ Aquaculture	Richard Taylor	Library Lawn-South Side	Call Box Lot B
	Renee Gilbert-Shinn	Library Lawn-South Side	Call Box Lot B
Service Building	Jaime Marshall	Parking Lot B	Call Box Lot B
Student Center			
North End	Kellie Slade	Call Box Lot B	Call Box Lot B
North End	Robert Amundson	Call Box Lot B	Call Box Lot B
North & South End	Melissa Wright	Call Box Lot B	Call Box Lot B
North & South End	Maud Fried-Goodnight	Call Box Lot B	Call Box Lot B
South End	Kim Mitchell	Call Box Lot B	Call Box Lot B
South End	Sherri Welch	Call Box Lot B	Call Box Lot B
South & North End	Steve Stolar	Call Box Lot B	Call Box Lot B
South & North End	Anne Daly-Eimer	Call Box Lot B	Call Box Lot B
University Center	Terrence Hardee	Call Box Lot K	Call Box Lot K
	Yami Ortiz-Montalvo	Call Box Lot K	Call Box Lot K
Wheaton	Carol Iaconelli	Handicap Parking/Rear	Call Box Lot K
	Alice Myers	Handicap Parking/Rear	Call Box Lot K

EMERGENCY EVACUATION STATEMENT

Depending on the level of the emergency the evacuation plan has three stages.

STAGE 1: All occupants of the building will leave via the nearest exit and proceed immediately to the appropriate prearranged first staging area. After all occupants have reported to the first staging area, the building coordinators or a security representative will evaluate the emergency and advise everyone if stage two evacuation is needed.

STAGE 2: The building coordinators or a security representative will instruct all occupants to proceed to the second staging area that corresponds to the building that they have just occupied.

STAGE 3: In certain situations, people may be directed to leave the campus immediately or be relocated on campus.