



## EMERGENCY INFORMATION

**2018-2019**

**Security- dial extension 1777 from any campus phone**

### Emergency or Non-Emergency Services

Security can be reached 24 hours a day, 7 days a week by dialing **1777** 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 **1777**.

Any time there is an emergency on campus, all calls are to be made to extension **1777**. This includes requests for Security, Police, Fire, or Medical personnel, as well as any non-emergency requests for Security on campus is needed, such as 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 assistance, please call extension **1777** and use the code word that has been established.

If for any reason you are unable to make contact with Security by dialing extension **1777** 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 **1777** so that 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 Emergency Notification System.

**Evacuation:** This message will be activated when a completed evacuation of the college's main campus and satellite campuses is required. Leave campus immediately and take your personal belongings. If you are not on campus when you received this message please stay away.

**Shelter Indoors:** This message will be activated when everyone is required to take shelter indoors and remain indoors until additional instructions are received. This includes the college's main campus and satellite campuses. If you are not on campus when you receive this message, please stay away.

**Lockdown:** This message will be activated when a complete lockdown is required of the college's main campus and satellite campuses. Upon notification you should keep away from doors, windows and outer walls. Lock the door; secure your location by stacking furniture in front of any doors. Do not draw attention to yourself and keep out of the line of sight and silence any mobile devices. Do not exit building when a fire alarm sounds unless you have reason to believe that there really is a fire in the building. If you are not on campus when you receive this message, please stay away. Remain within your locked/barricaded areas until advised it is safe to leave.

**All Clear:** This message will be activated when the previous alert condition has been resolved and it is safe to return to normal activity. This message includes the college's main campus and satellite campuses.

### 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 "**1777**" 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 Alarm Procedures

1. If smoke or fire is observed in a building, the alarm should be pulled, and Security called at extension 1777 immediately.
2. Alarm will sound.
3. Designated building coordinators will assist in the evacuation of their building.
4. Security or representative will notify personnel when it is safe to re-enter their building.

### 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 1777, advise them of the call, and provide as much information as you were able to obtain.

### 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.

### Defibrillators (AED)

The college has six 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 INFORMATION

Building	Coordinator	1 <sup>st</sup> Staging Area	2 <sup>nd</sup> Staging Area
Academic	Lynn Lichtenberger Nate Alridge Brandon Pugh	Parking Lot F Parking Lot F Parking Lot F	Parking Lot F Parking Lot F Parking Lot F
Administration	Lauren O'Rourke Jennifer Sweeney	Parking Lot F Parking Lot F	Parking Lot F Parking Lot F
Arts & Innovation Center	Jacqueline Sandro Chris Hambleton	Rear Parking Lot Rear Parking Lot	
Buck Street	Michael Goonan Traci Mayo Patricia Mooneyham	Parking Lot Parking Lot	
Conference Center	Beatrice Hughes Kevin Kolva	Parking Lot G Parking Lot G	Parking Lot G Parking Lot G
Fine Arts Center	Cheryl Gooch Parth Eubanks-Leach	Parking Lot G Parking Lot G	Parking Lot G Parking Lot G
Library	Pati Schmid Jennifer Aron	Library Lawn- South Side Library Lawn- South Side	Call Box Lot H/I Call Box Lot H/I
Network Operations Ctr.	Bernie Castro Donald Slomin	Library Lawn- South Side Library Lawn- South Side	Call Box Lot H/I Call Box Lot H/I
Science Building	Richard Taylor Linda Scully	Library Lawn- South Side Library Lawn- South Side	Call Box Lot H/I Call Box Lot H/I
Service Building	Joe Grieff Stephanie Shelton	Call Box Lot B Call Box Lot B	Call Box Lot B Call Box Lot B
Student Center	Kellie Slade Sheena Plummer Frank Piccioni III Melanie Martinez	Call Box Lot B Call Box Lot B Call Box Lot B Call Box Lot B	Call Box Lot B Call Box Lot B Call Box Lot B Call Box Lot B
University Center	Maud Goodnight April Gomez	Call Box Lot K Call Box Lot K	Call Box Lot K Call Box Lot K
Wheaton	Deirdre Conroy Paula Smaniotto	Handicap Parking/Rear Handicap Parking/Rear	Call Box Lot K Call Box Lot K
Center for Workforce & Economic Development (CWED)	Joel Bermudez John Garton Matthen Plumeri	Parking Lot M Parking Lot M Parking Lot M	Parking Lot M Parking Lot M Parking Lot M

## 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.

**OCTOBER 2018**