

Emergency Procedures Quick Reference



RCSJ Security — Cumberland

- Security — dial extension 1777 from any campus phone
- Call Emergency 9-1-1
- Follow directions given over the Public Address system



Emergency or Non-emergency Services

Security can be reached 7 a.m. to 10 p.m., Monday through Friday and 7 a.m. to 5 p.m. on Saturday 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**. For after hour emergencies, dial 9-1-1.

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 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 contact 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 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 is really 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 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 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**, advised 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 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:

- 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)

Facilities/Maintenance Problems: (Heat, A/C, plumbing, etc.)

Call 856-691-8600, ext. 1429 or 1420 for Auxiliary Services.

After 4:30 pm or weekends call Security at 856-691-8600, ext. 1777.