

- This guide contains generally recommended emergency responses.
- Actual emergency responses must address the uniqueness of each situation.
  - The recommendations may not be appropriate in every circumstance.
  - Use caution, common sense, and good judgment in approaching any situation.
  - If under the circumstances the recommendations found in this guide might reasonably lead to injury or damage, do not use them.

Faculty and staff of Stockton College should make themselves familiar with the information and procedures outlined in this guide. Please refer to the College's programs and policies for detailed information.  
[www.stockton.edu/police](http://www.stockton.edu/police) • Phone: (609) 652-4390 • Pomona, New Jersey • In case of emergency dial 9-1-1.



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# GENERAL GUIDELINES

## ○ ***In an emergency situation, do the following:***

1. Assess the situation.
2. Address life threatening issues (first aid, safety of victim, etc).
3. Call 911 Campus Police.
4. Provide “status” information.
5. Verify information.
6. Follow emergency procedures.
7. Warn students, if advised.
8. Keep detailed notes of crisis event.
9. Refer media to administrator or designee (college spokesperson).

## ○ ***Campus Police Responsibilities***

- Verify information and notify administration.
- Seal off high-risk areas and preserve scene.
- Activate crisis team and implement crisis response procedures.
- Notify students and staff (depending on emergency; students may be notified by faculty).
- Evacuate students and staff if necessary.
- Notify community agencies (if necessary).
- Keep detailed notes of crisis event and complete reports.
- If necessary, recommend college closure.
- Refer media to spokesperson (or designee).

# WEAPONS / SUSPICIOUS MAIL

## ○ **Faculty/Staff member who is aware of a weapon on campus:**

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1. Call 911 Campus Police immediately.
2. Tell Campus Police who the suspected person is with a thorough description of the suspect, where the weapon is located, if anyone has been threatened and any other details.
3. Keep detailed notes of all events and provide to campus police.
4. If suspect threatens you with weapon, do not try to disarm him/her. Back away and remain calm.

## ○ **Suspicious Mail**

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1. Do not move mail.
2. Call 911 Campus Police immediately.
3. Secure area (room) where mail is located.
4. Letter and Package Bomb: Follow bomb and evacuation procedures.
5. Biological (Anthrax): Isolate anyone that may have been exposed.



### CALLER'S VOICE

- |  |                                      |                                    |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Distant     | <input type="checkbox"/> Normal    |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Excited     | <input type="checkbox"/> Ragged    |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Familiar    | <input type="checkbox"/> Rapid     |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Raspy     |
| <input type="checkbox"/> Cracking Voice  | <input type="checkbox"/> Laughter    | <input type="checkbox"/> Slow      |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Lisp        | <input type="checkbox"/> Slurred   |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Loud        | <input type="checkbox"/> Soft      |
| <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Muffled     | <input type="checkbox"/> Stutter   |
| <input type="checkbox"/> Disguised       | <input type="checkbox"/> Nasal       | <input type="checkbox"/> Whispered |

If voice is familiar, who did it sound like?

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### BACKGROUND SOUNDS

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> House Noises  | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth             | <input type="checkbox"/> Local         | <input type="checkbox"/> PA System        |
| <input type="checkbox"/> Clear             | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Crockery          | <input type="checkbox"/> Motor         | <input type="checkbox"/> Street Noises    |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Music         | <input type="checkbox"/> Voices           |

Other: \_\_\_\_\_

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### THREAT LANGUAGE

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Foul       | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Well Spoken (educated)       |

Remarks: \_\_\_\_\_

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## REPORT CALL IMMEDIATELY TO YOUR POLICE DEPARTMENT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## ○ **Upon receiving a message that a bomb has been planted:**

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1. Use bomb threat card (see attachment).
2. Record Caller ID number.
3. Call 911 Campus Police using a phone other than two-way radio or cellular.
4. Make visual checks.
5. Report suspicious object(s) to Campus Police.

## ○ **If Suspicious Device is found:**

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1. DO NOT TOUCH OR MOVE.
2. Secure area, preserve scene, and be aware of possibility of more bombs.
3. Evacuate area.
4. Call 911 Campus Police.

IMMEDIATELY CEASE USING ALL TWO-WAY RADIO AND CELLULAR PHONES. Do not use cell phones, radios, or any transmitting device.

## ○ **Evacuation Procedures:**

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1. Leave doors and windows open.
2. Take personal effects that can be hand carried such as money, jewelry, medications.
3. Evacuate per plan\* (see map page 17).
4. Do not re-enter buildings until declared safe by fire or police personnel.

## ○ **If Bomb is detonated:**

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1. Call 911 Campus Police.
2. Respond to injured person(s).
3. Secure area, preserve scene and be aware of potential additional bombs.
4. Calm evacuated persons.

*\* Evacuation sites must be a minimum of 300 feet from any building.*

# HURRICANE/TORNADO/WATERSPOUT

## **Hurricane/Tropical Storm/Flooding**

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1. Monitor Emergency Alert System radio station.
2. When advised, evacuate to sturdy buildings or safe areas (see list of safe areas on page 16).
3. During a warning, when sirens sound or when advised of pending storm, and if time permits, cover windows with boards and tape, and secure loose objects that may blow away.
4. Stay indoors during high winds. Stay away from windows, do not open windows, and keep away from exterior walls and doors.
5. If time permits, turn off water/electricity at main stations; unplug appliances.
6. Remain in safe area until warning expires or until emergency personnel have issued an “all clear” signal.

## **Tornado/Waterspout Warning is issued or one is spotted near College**

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1. Shut off gas.
2. Administration activates notification procedures.

3. Move students and staff to safe areas. Do not allow evacuation by bus or car.
4. Ensure all are in “drop and tuck” positions under desks and tables.
5. Remain in safe area until warning expires or until emergency personnel have issued an “all clear” signal.

## **Severe Weather Statement on Funnel Clouds Has Been Issued:**

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1. Monitor Emergency Alert System radio station.
2. Bring all persons inside buildings.
3. Close windows and blinds.
4. Review tornado/waterspout drill procedures and location of safe areas (see list of safe areas on page 16). Basements and enclosed first-floor hallways and rooms are best.
5. Review “drop and tuck” procedures. (Crouch down on elbows and knees with hands over the back of the head.)

# EARTHQUAKE/WINTER WEATHER

## **Earthquakes**

### ***Earthquakes occur without warning:***

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1. Indoors: Get students under desk, tables, supported doorways, and interior hallways. Stay clear of exterior walls and falling objects.
2. Do not evacuate building unless exits and egress paths are safe.
3. Outdoors: Stay in the open, away from objects that may fall, and protect your head. Beware of fires, downed power lines, aftershocks, and broken water mains.

## **Inclement Winter Weather**

### ***Severe winter weather including snowstorms and ice storms:***

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1. Monitor Emergency Alert System radio station.
2. School closing or restrictions of travel can be monitored through the College web page, radio and television, telecommunications, and school monitors.



# HAZARDOUS MATERIALS/FIRE

## **Hazardous Materials**

### **If the incident occurred on campus:**

1. Isolate area of leak/spill. Do not attempt to clean.
2. Call 911 Campus Police immediately.
3. Follow fire official's orders for shelter-in-place or evacuation.

### **If the incident occurred near campus:**

1. Fire or police personnel will notify Campus Police.
2. Administration will be notified by Campus Police.
3. Follow fire official's orders for shelter-in-place or evacuation.

## **Fire/Fire Alarms DO NOT USE ELEVATORS.**

### **In the event where fire or smoke has been detected:**

1. Pull fire alarm and call 911 Campus Police.
2. Shut doors, close windows, and turn off lights.
3. Evacuate to safe area. Assume all alarms, fire, smoke and carbon monoxide are real (see list of safe areas on page 16).
4. Building coordinators need to ensure that everyone has evacuated the building.
5. Follow normal fire drill route. Take alternate route if necessary.

6. Do not re-enter building(s) until declared safe by fire or police.

7. Notify students and staff of termination of emergency.

Persons with special needs should dial 9-1-1 in an emergency situation and identify themselves, their disability, and their location. This will aid emergency personnel (CERT members, Police or Fire Department personnel) in providing rescue assistance. Faculty/staff should ensure that persons with special needs are given assistance. Any person on upper levels of the academic wings who needs special assistance should attempt to move the "bridge" areas between wings.



# SUICIDE/SUICIDE ATTEMPT

## Helping a Suicidal Person:

1. Offer help and listen; trust your instincts.
2. Recognize the warning signs.
3. Report suspicions to Administration/Counseling Center (see page 15).

## Suicide Attempt on College Campus:

1. Call 911 Campus Police and report need for medical attention, presence of weapons or need to restrain.
2. Calm suicidal person.
3. Do not leave a suicidal person alone.
4. Implement post-crisis intervention; contact the Counseling Center at ext. 4722.

## Suicidal Death

1. Call 911 Campus Police.
2. Administration will activate Emergency Operations Procedures.
3. Notify staff before next school day following suicide or attempted suicide.
4. Do not mention “suicide” or details about death. Do not hold memorial or make death appear heroic. Protect privacy of family.

## Serious Injury/Death

1. Call 911 Campus Police.
2. Do not move seriously injured person, and administer first aid.
3. Administration to activate Emergency Operations Procedures.
4. Isolate victim and remain calm.
5. Direct emergency medical personnel to victim.



# ASSAULT/FIGHTS/TERRORISM

## ○ Assault/Fights

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1. First on scene to call 911 Campus Police and remain on the scene until assistance arrives.
2. Avoid stepping between combatants.
3. Issue verbal commands to stop.
4. Use loud distraction (yell names, whistle, air horn, etc.).
5. Defuse situation, if possible.
6. Assist by identifying and documenting students, witnesses, weapons, etc.
7. Attend to victim(s).
8. Assist Campus Police with sealing off area for investigation and dispersing audience.

## ○ Terrorism

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***Person on campus carrying or shooting a weapon, swinging a knife, carrying what looks like a bomb or any other item that looks suspicious.***

1. Call 911 Campus Police.
2. Issue secure sheltering if applicable (see Secure Sheltering Procedure on page 12).
3. Take note of suspect with full description (height, weight, hair, race, clothing, etc.) to be given to Campus Police
4. Wait for the “all clear” signal from Campus Police.



# CAMPUS DISTURBANCE/RIOT

## **Campus Disturbance/Riot**

1. Call 911 Campus Police.
2. Administration will activate crisis team and warn staff.
3. Administration will initiate secure sheltering procedure if necessary (see Secure Sheltering Procedure on page 12).
4. Urge students to be calm and to leave area.
5. Contain unrest. Seal off area of disturbance and wait for assistance.
6. Defuse disruptive situation by using distraction techniques (whistle, yell, bullhorn, etc.).
7. Move students involved in disturbance to an isolated area.
8. Check for injuries.

## **Meet with Student Representatives to Address Issues**

1. Document incidents (see Campus Conduct Code available online and in the Student Handbook).

## **Faculty within Classrooms**

1. Keep students calm.
2. Lock classroom doors, but admit students in need of refuge.
3. Do not allow students outside of classroom until you receive an all-clear signal from Administration (see Secure Sheltering Procedure on page 12).

## **Power Outage**

### ***In the event of a major power outage on campus:***

1. Remain calm and provide assistance to others if needed.
2. Move cautiously to the nearest exits; the exit signs will remain illuminated.
3. Follow directions from emergency personnel.
4. If evacuation is required, provide assistance to those with special needs or contact police at 652-4390.
5. Laboratory personnel should secure all experiments, unplug electrical equipment and turn off research gases. Turn off all electrical equipment, including computers and lights to avoid a surge when power is restored.
6. DO NOT use candles or any open flame for lighting.



## **Suspicious Person/Unwanted Person**

**If a suspicious person is an unauthorized or an unknown person who enters College property:**

1. Call 911 Campus Police.
2. Provide Campus Police with full description of subject and reason for suspicions.

**If an unwanted person refuses to leave:**

1. Advise unwanted person consequences if he/she refuses to leave.
2. Call 911 Campus Police and provide a full description of subject if he/she refuses to leave.

## **Hostage Situation**

1. Call 911 Campus Police immediately. Give details of the situation with full description of suspect.
2. Seal off area near hostage scene.
3. Give control of scene to police, coordinate response activities with police to address safety of students and staff.
4. Keep detailed notes of events.

## **If you are taken hostage:**

1. Follow instructions of the hostage taker.
2. Remain calm. Try to calm students if they are present.
3. Treat the hostage taker as normally as possible.
4. Ask permission, and do not argue.
5. Be respectful toward the hostage taker.
6. Emergency operations procedures will be implemented to respond to this situation.



# SHELTERING PROCEDURES

## Secure Sheltering Procedures

**Secure sheltering procedures are used in situations involving dangerous subjects or other incidents that may result in harm to persons on campus.**

1. Campus Police/Administration initiates secure sheltering procedures by announcing warning (if applicable) over all available notification systems including: public address (PA) system, sounding bells, cell phone, monitors, college radio and television stations, or other warning devices.
2. Direct all students, staff and visitors into rooms or enclosed buildings; ensure that all persons are inside.
3. Account for everyone in the room or office.
4. Secure classroom and wing doors if applicable.
5. Secure and cover all exterior windows.
6. Move all persons away from windows and doors.
7. Do not allow anyone outside of classroom until the “all clear” signal is given by the administration or campus police.

## Sheltering Procedures

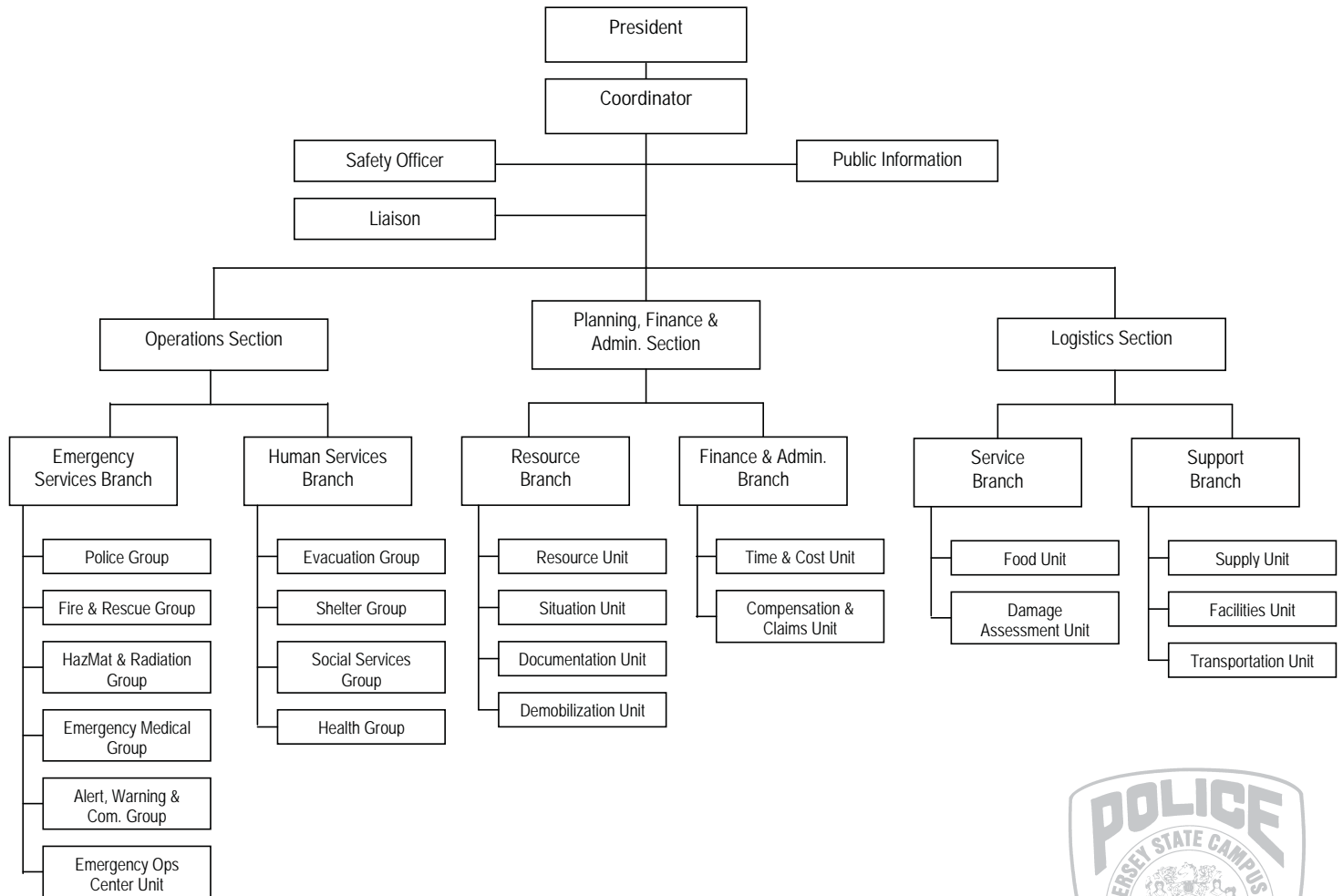
**Sheltering provides refuge for students, staff and public within college buildings during an emergency such as a chemical gas spills, etc., where fumes are generated. Safe areas may change depending on the emergency and wind direction.**

1. Campus Police/Administration initiates a sheltering alert.
2. Direct students, staff and visitors to predetermined safe areas or rooms.
3. Account for all students after arriving in safe area.
4. Close all exterior doors and windows.
5. Use plastic sheeting, wet cloth, and duct tape, etc., to seal windows and cracks, to minimize indoor air contamination.
6. Ensure all persons remain in safe areas until the “all clear” is given by Campus Police, Administration, and/or emergency responders.



# RESPONSE STRUCTURE

## Stockton College's Emergency Operations Response Structure



# WARNING AND NOTIFICATION

## Warning and Notification

1. Warn students and staff if an emergency requires immediate action to protect the safety of the College, its personnel, student body, and property. Activate warning system.
2. Ensure staff and students are familiar with warning systems.

## Warning Systems to be used in alerting our campus

**First Method:** Telephones, cellular phones, hand-held radios (not to be used in a bomb threat), Phoenix System in classrooms, TVs in galleries, television and radio broadcasts, campus-alert system, College home page, mass emails and electronic sign boards.

**Second Method:** Message relayed by runners (Campus Police/Physical Plant/CERT)

## The following may be used to alert the campus that an emergency is in progress when the first and second methods are inadequate:

- Whistle
- Program bell signals
- Bullhorns
- Police vehicle PA system

## Turn on the following systems for additional information.

- Public address system, if applicable
- Closed circuit television
- Stockton College home page at [www.stockton.edu](http://www.stockton.edu)

## To be used only for fire alerts:

- Fire alarms/systems



# EMERGENCY PHONE NUMBERS

## **Emergency Phone Numbers**

### **Police, Fire, Ambulance – 9-1-1**

Operator will ask what emergency agency you are requesting.

- Police Emergency or Non-emergency
- Fire Department
- Ambulance

**Campus Police (non-emergency) ..... 609-652-4390**

**Galloway Twsp. Police Department ... 609-652-3705**

### **Victim Assistance On Campus**

#### **Counseling Center**

West Quad 110 ..... Extension 4722

#### **Health Center**

West Quad 108 ..... Extension 4701

**Dean of Students ..... Extension 4645**

#### **Campus Ministry**

G-203 ..... Extension 6811

#### **Residence Life Staff**

A-100 ..... Extension 4332

#### **Sexual Harassment**

**Hotline/Counseling Center ..... Extension 4722**

College Operator ..... Dial “0”

#### **Crisis Management Team**

On Campus ..... Extension 4722

Health Safety Officer ..... Extension 4751

Risk Management ..... Extension 4276

### **Victim Assistance Off Campus**

Atlantic County Women’s Center,

24 Hour Hotline ..... 609-646-6767

or ..... 1-800-242-4184

**Atlantic County SART/SANE Team... 1-800-286-4184**

### **AtlantiCare Regional Medical Center:**

City Division ..... 609-344-4081

Mainland Division ..... 609-652-1000



# EMERGENCY INFORMATION

## ○ **Safe Area**

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Stockton College may be designated as a Public Shelter/Refuge Area for all impending disasters.

College buildings utilized as shelters are designated by Administration:

1. I-Wing Gym
2. Sports Center (Multipurpose Recreation Center)
3. Alton Auditorium (A-Wing)
4. Performing Arts Center (M-Wing)
5. Other areas as determined by Administration

## ○ **Medical Transportation**

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In all cases, the Campus Police Department needs to be contacted for any medical incident requiring an ambulance.

## ○ **Media Procedures**

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All staff and students shall refer media to the College Public Relations Office spokesperson.



# STOCKTON CAMPUS MAP



- Construction Areas
- Athletic Areas
- Academic Areas
- Housing Areas
- Police/ Emergency Phones\*

**Sports Center:** Fitness Center  
**Arts & Sciences Building:** Science labs, Art Studios, labs  
**Alton Auditorium**  
**B-Wing:** Classrooms  
**C-Wing:** Info Booth, Classrooms  
**D-Wing:** Registrar's Office, Computer Services  
**E-Wing:** Library, Holocaust Resource Center  
**F-Wing:** Admissions, Financial Aid

**Lower F-Wing:** Science Labs, Bookstore  
**G-Wing:** Cafeteria, Student Center  
**H-Wing:** Art Gallery  
**I-Wing:** Gymnasium  
**J-Wing:** Bursar, Dean of Students  
**West Quad Building:** Health Services, Counseling Center

**K-Wing:** President's Office, Institutional Advancement, Provost Office / Academic Affairs  
**Pool**  
**Performing Arts Center**  
**N-Wing:** College Center, Cafeteria/Restaurant  
**Townsend Residential**  
**Life Center (TRLC)**  
**Housing Office:** (First Floor)  
**Housing 2 (Dorms)**  
**Housing 3 (Dorms)**

**Lakeside Center**  
**Housing 1 (Apartments)**  
**Housing 4 (Apartments)**  
**Housing 4 Commons**  
**Baseball/Softball Fields**  
**Free-To-Be:** (Child Care Center)  
**Observatory**  
**Intramural Fields**  
**Campus Police**  
**Plant Management**  
**Athletic Fields and Track**  
**Campus Ministry Center**



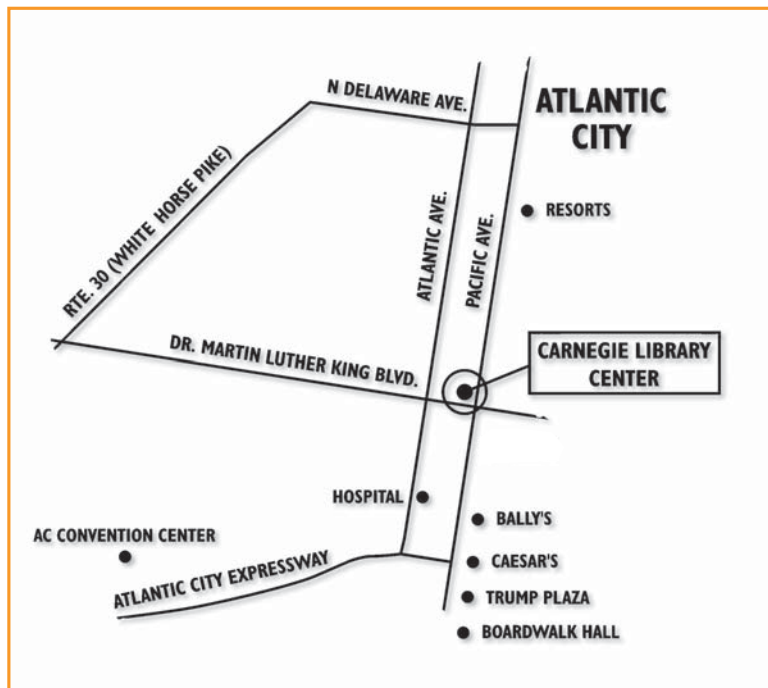
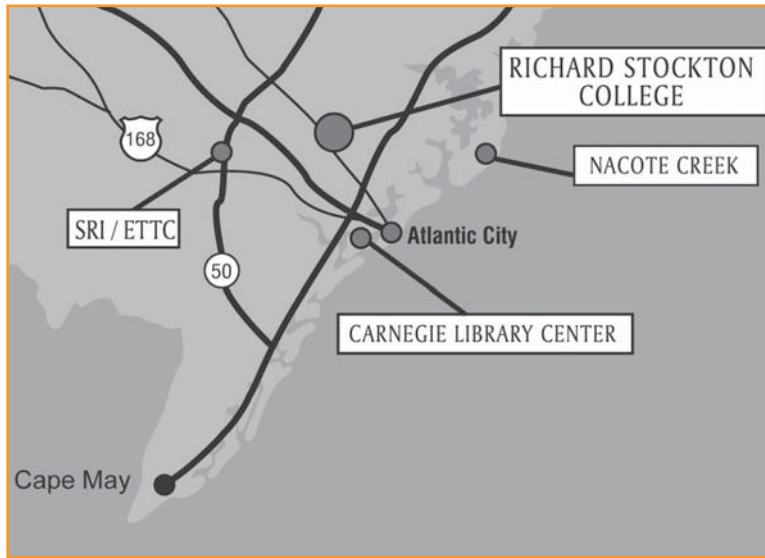
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\*Refer to website for most current information.

## ○ Evacuation Assembly Points

Evacuation sites must be a minimum of 300 feet from any building

# MAPS OF SATELLITE LOCATIONS



*The Richard Stockton College of New Jersey is an equal opportunity college. It does not discriminate in admission or access to its programs and activities or in treatment or employment of individuals on the basis of race, gender, national origin or ancestry, age, religion, disability, affectional or sexual orientation, marital status, familial status, atypical hereditary cellular or blood trait, genetic information, and/or liability for service in the Armed Forces of the United States.*

## STOCKTON COLLEGE

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[www.stockton.edu](http://www.stockton.edu)