

Ocean County College

College Department of Safety and Security

Emergency Guide/Reference Book

July 2016

The Ocean County College's Security Department works with the Toms River Police Department to safeguard and serve the college community. Our campus is patrolled 24 hours a day, 365 days a year.

Uniformed officers regulate the flow of traffic, enforce parking regulations and college policies, and respond to emergencies. Our officers are certified in CPR/AED, first aid, oxygen administration and State S.O.R.A. training. The officers also receive training through the Ocean County Police Academy, Toms River Police, and other state and local agencies. These security officers have the authority to prepare incident and other type of reports, but do not have the power to arrest.

The women and men of the Ocean County College Security Department have the responsibility of protecting life and property on the campus. The Department is also responsible for the prevention and detection of crime.

It is the goal of the Ocean County College Security Department to equally serve all members of the college community without regard to race, color, creed, ethnicity, sex, national origin, age, religion, veteran's status, marital status, disability, or sexual orientation.

The Ocean County College Security Department maintains mobile, bicycle, and foot patrols that cover the entire campus. Our officers are always in radio contact with Security headquarters and quickly respond to emergency situations.

Law enforcements services are provided by the Toms River Police Department (732-349-0150 or 911), which responds to fire and medical emergencies and reported crimes on campus. Although there isn't a formal memorandum of understanding (MOU) in place it is understood that the Toms River Police Department is the primary law enforcement authority for the College and have the power to arrest. They help maintain a safer environment through mobile patrols on and around campus grounds. They respond to and investigate criminal offenses reported on and nearby the main campus, and provide supplemental security at College-sponsored special events when deemed necessary.

The Ocean County College Security Department enjoys the support and cooperation of numerous local, county, state and federal law enforcement agencies dedicated to security. It also maintains close working relationships with the various emergency services that protect our community.

Criminal investigations are referred to the Toms River Police Department. Campus security personnel communicate with and provide assistance to police with incidents occurring on the College campus. Campus security assists with criminal investigations, lends College resources, provides crime and investigative reports, share crime prevention strategies and exchange relevant information with law enforcement agencies, as necessary.

The Ocean County College Security Department also works closely with the various agencies having police jurisdiction in communities where Ocean County College classes are held at off – campus locations. The Ocean County College Security Department maintains an excellent working relationship with the Ocean County Sheriff's Department and the Ocean County Prosecutor's Office.

INCIDENTS and EMERGENCIES

Who to Contact in an Emergency

For “life threatening” emergencies call
Campus Security Ext. 2200 or 911

- Explain the nature of the emergency
- Your name
- The building and campus from which you are calling
- Your exact location (room number)
- Answer all questions and do not hang up the phone until the operator is finished

If possible, it is always best to contact the following parties in the event of an emergency (you can always dial 911):

Ocean County College Security:

- Main Campus Toms River 732-255-0451 or Ext. 2200
- Southern Educational Center 609-978-2077

When to Report an Incident, Crime or Emergency

- If someone is injured or ill
- If you see or smell smoke or fire
- If you see someone being hurt, harassed or bullied
- If you see a crime in progress such as someone stealing, causing damage, driving while under the influence of any substance that impairs their ability to safely operate a vehicle, or any activity that is against the law
- If you see something or someone suspicious

Do not assume someone else has made or will make the call. Provide the officer(s) or dispatcher(s) with accurate detailed information about the situation so that it can be relayed to the emergency personnel who are on the way to assist.

If you are reporting a medical problem, ask someone to monitor the affected person's condition so you can relay the information to the officer(s).

Campus Security Authorities (CSA's)

According to the federal law known as the *Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act*, a "Campus Security Authority" is defined as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings."

(Source: <http://www.securityoncampus.org/>)

- CSAs are defined by function and not by title. *If you are an employee of the college and you interact with students you are a CSA and must report a crime if witnessed by you or reported to you.*

EVACUATION PROCEDURES

When ordered to evacuate or when alarms are activated, **always leave immediately**. Exit quickly and calmly using the nearest emergency escape routes and marked exits and proceed to the point of assembly areas. **Do not use elevators**. Assembly points include parking lots at least 300 feet from the buildings. Assist persons requiring evacuation assistance to get to designated areas. Be alert for trapped, injured, or other persons needing assistance, and alert **Campus Security** if help is needed.

- The exit routes and directions for leaving the building are posted in each classroom.
- Faculty and staff will assist in assembling the students away from the building so as not to impede the progress of facilities employees and/or the fire company.
- Remain off roads and at least 300 feet from location of the fire.

DO NOT RETURN TO AN EVACUATED AREA OR BUILDING UNTIL DIRECTED BY A CAMPUS SECURITY OFFICER OR OFFICIAL.

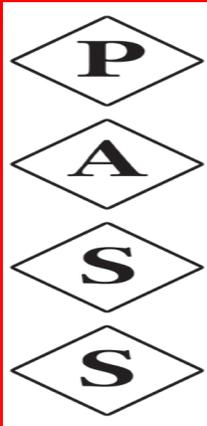
FIRE SAFETY

Fire - Classroom/Other Buildings

Fire or Smoke

If fire or smoke is discovered anywhere on campus, call 911 then Campus Security. Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. **DO NOT** attempt to retrieve valuables or use the elevator. **Pull the nearest fire alarm pull station.**

FIRE EXTINGUISHER INSTRUCTIONS



PULL safety pin from handle

AIM at the base of the fire

SQUEEZE the trigger handle

SWEEP from side to side



Fire – Notification/Evacuation Procedure

- Activate building Fire alarm, call 9-1-1 on campus from a location outside of the Fire area and provide as much detail as possible
- Your location and the location of the Fire
- Evacuate the building promptly
- Close doors while leaving, but do not jeopardize your safety or the safety of others
- Do not use the elevators
- Ensure that everyone is out of your area
- If there is smoke stay low to the ground while exiting
- Do not re-enter the building until emergency personnel has declared it safe
- Follow instructions from Campus Security and the Fire Department through the duration of the incident.
- Returning to the buildings will be coordinated by Fire Chief and/or Security

Bomb Threat



If you observe a suspicious object, or there is an unattended package or book bag on campus, **DO NOT HANDLE THE OBJECT.**

Clear the area and contact the Campus Security Department immediately.

1. Do not activate the fire alarm.
2. Do not touch the object.
3. Do not use the elevators, cell phones, or any electronic device.

In the event you receive or overhear a bomb or other mass threat contact Security:

- Main Campus Toms River 732-255-0451 or Ext. 2200
- Southern Educational Center 609-978-2077
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For Security reasons it is best when possible to avoid using a cell phone or two way radio near a suspected bomb or suspicious package when reporting the threat. Do not activate any fire alarms.

In the event the threat is received by phone (employee):

- Keep the caller talking as long as possible. Listen carefully. Try to determine the caller's sex, age, accent, speech pattern and whether he or she may be intoxicated or drugged
- Listen for any background noises

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

Please see Bomb Threat Check List on next page.

**Ocean County College Safety and Security Department
BOMB THREAT CHECKLIST**

QUESTIONS TO ASK:

1. When is bomb going to explode?	
2. Where is it right now?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your address?	
9. What is your name?	

EXACT WORDING OF THE THREAT:

“ _____
_____”

Sex of the caller ▶	
Race of the caller ▶	
Age of the caller ▶	
Length of call ▶	
Number at which call is received ▶	
Time ▶	
Date ▶	

CALLER'S VOICE:

<input type="checkbox"/> Calm	<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughter	<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying	<input type="checkbox"/> Lisp	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal	<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguise
<input type="checkbox"/> Rapid	<input type="checkbox"/> Distinct	<input type="checkbox"/> Deep	<input type="checkbox"/> Accent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred	<input type="checkbox"/> Ragged	<input type="checkbox"/> Whispered
<input type="checkbox"/> Familiar - Who did it sound like? ▶			

BACKGROUND SOUNDS:

<input type="checkbox"/> Street noises	<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Voices	<input type="checkbox"/> PA System	<input type="checkbox"/> Clear	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> House noises	<input type="checkbox"/> Local	<input type="checkbox"/> Long distance
<input type="checkbox"/> Motor	<input type="checkbox"/> Office machinery	<input type="checkbox"/> Booth	<input type="checkbox"/> Disguise
<input type="checkbox"/> Other ▶			

THREAT LANGUAGE

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

REMARKS:

REPORT CALL IMMEDIATELY TO YOUR BUILDING ADMINISTRATOR ☎

Your Name ▶ _____ Position ▶ _____

WEATHER/ENVIRONMENTAL EMERGENCY

- Alerts will be broadcast by email, campus phones, text messaging and/or College personnel
- Stay in your classroom/office until the situation is assessed
- After condition subsides, you will be advised about whether to remain in the classroom/office or evacuate.

Cancellations or Delays

When snow, sleet, high wind, or other conditions are considered serious enough to affect personal safety in going from or to classes or College facilities, the College will delay classes, cancel classes or close completely. In these instances, the College will notify students and employees through the Viking Alert Emergency Notification System. In addition, messages will be placed on the College website (www.ocean.edu). Depending on the lead time and the situation, closings may also be announced over certain radio stations.

The latest information on closings and delayed openings can be found via the following:

Subscription service mass text and e-mail communication <https://ocean.sendwordnow.com>
Instructions provided to all students, faculty and staff of OCC's Emergency Notification System.

Telephone

Closing or delay messages will be posted on (732) 255-0400.

OCC Web site

The main OCC Web site (www.ocean.edu) will post news announcements.

Ocean T.V. 20

Comcast of Toms River and Comcast of Long Beach Island, Channel 20 Verizon FIOS of Northern Ocean County, Channel 24. *Note: Not available in all areas of Ocean County*

Radio and T.V. Stations

The following local area radio and television stations are contacted with closing information:

Radio Station	Station	Website	Under Heading	
B98.5	98.5 FM	www.B985radio.com	Local conditions/storm closings	
Fun	99.7/107.1 FM	www.1071.com	Local conditions/storm closings	
Thunder	106.3/106.5 FM	www.thunder106.com	Local conditions/storm closings	
WOBM FM	92.7 FM	www.wobm.com	News/storm closings	
The Point	94.3 FM	www.943thepoint.com	News/storm closings	
Lite Rock	96.9 FM	www.literock969.com	News/storm closings	
The Hawk	105.7 FM	www.1057thehawk.com	News/storm closings	
Cat Country	107.3 FM	www.catcountry1073.com	News/storm closings	
NJ 101.5	101.5 FM	www.nj1015.com	Weather/storm closings	
WOBM	1160/1310 AM	www.wobmam.com	News/storm closings	
The Rat	95.9 FM	www.wrat.com	Cool Stuff/storm closings	
Magic	98.3 FM	www.magic983.com	Local/storm closing	
WRZ	100.1 FM	www.wjrz.com	Features/storm closings	
Classic Oldies	1250 AM	www.wmtram.com	Features/storm closings	
The voice	1450 AM	www.wctcam.com	News/storm closing	
T.V. Station	Subscriber	Channel	Website	Heading Under
News 12	Cablevision	Ch 12	www.news12.com	Access is free for subscribers.
	Comcast	Ch 62		
	TimeWarner	Ch 12		

Note: If the College is open, there will be NO announcement.

Timing of Closing Announcements:

By 6:00 a.m., a College statement will be communicated by the above methods to announce a closing for any portion of the day or for a delayed opening.

When the College is open during the day, a decision to close will be made based on existing conditions:

By 10:00 a.m., for afternoon or evening operations.

By 2:00 p.m., for evening operations.

Site Closings

If the College is closed, the Southern Education Center will be closed, unless an emergency requires unique closing decisions at either the Toms River or Manahawkin location.

If the College is closed, Off-Campus and Kean University classes will be cancelled.

If the College is open but an off-campus site is closed, Off-Campus classes at that site will be cancelled.

Power Outage

- Emergency lights will be activated
- Stay in your classroom/office until the situation is assessed
- Campus Security & personnel will increase patrols to provide assistance & status reports
- Continuation of classes will be based on Power Company's estimation of when power will be restored.

INTRUDER ON CAMPUS *-Active Shooter-*

If you witness a person with a weapon on campus, call 911 and then Campus Security.



Active Shooter Defined

This situation is a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at Law Enforcement or Community members and or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first arriving Law Enforcement units to take immediate action to end the danger.

In the Classroom or Office

- If you are in a classroom, room or office, **STAY THERE**, secure the door
- If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door
- If the door has a window, cover it if you can. Depending on the gunmen's location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and as quietly as possible.
- If no Police units are yet on scene move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive. If officers arrive on scene, community members should get out and move toward any Police vehicle when safe to do so while keeping their hands on top of their head and do exactly and immediately what the Police tell you to do
- Don't leave the area entirely, you may have information that responding Police Officers will need. Once in a safe place stay put

Hallways or Corridors

- If in the hallways, get in a room that is not already secured and secure it
- Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the gunmen or hostage taker. Don't hide in restrooms

Open Spaces

- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop firearm ammunition penetration, may be utilized as cover.

Trapped with the Gunmen

- If you are trapped with the gunmen, only you can draw the line on what you will or will not do to preserve your life or the lives of others
- If they do start shooting people, you need to make a choice, (*at this point it is your choice*) stay still and hope they don't shoot, run for an exit while zigzagging, or even combat the threat. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence
- Again this is **not a recommendation** to attack the shooter but rather a choice to fight when there is no other option

These safety tips and guidelines are not all inclusive, but recommendations taken from the U.S. Department of Homeland Security that can increase your chances of surviving an active shooter incident.

EMERGENCY NOTIFICATION SYSTEM

The College issues campus safety alerts in a timely manner to notify community members about crimes and serious incidents in and around the college campus. Individuals who have knowledge of a crime or a serious incident are encouraged to immediately report the information to Security so that a timely warning notice can be issued when appropriate.

It is strongly recommended that all students and employees enroll in the Emergency Notification System. Ocean County College has contracted with Viking Alert to provide emergency notification to students. This is a self-enrollment system that permits students and employees to receive text and e-mail alerts.

A timely warning may be issued in many ways, including, but not limited to:

- College Home Page Posting
- Electronic Signs entering campus
- Public Address System
- Viking Alert
- Media, both on and off campus
- Email
- Security PA system/Bullhorn
- Person to Person

Instructions for this system

1. Go to <https://ocean.sendwordnow.com/LicensePage.aspx>

2. Enter the requested information and agree to the terms of use.

Note: If you are prompted to go to your email, please do so and select the link there to continue the registration process.



Go to:

<https://ocean.sendwordnow.com/LicensePage.aspx>

