

# EMERGENCY PROCEDURES

## Contacting Security:

**TO REPORT AN EMERGENCY USE ANY EMERGENCY PHONE OR CALL EXT. 2200 OR CALL 732-255-0400**

**\*FOR GENERAL INFORMATION call Ext. 2170**

General facility maintenance problems such as Heat, A/C, Plumbing, etc., call Physical Plant at Ext. 2169. (After 4:30 pm or weekends, call Security.)



**OCEAN**  
COUNTY COLLEGE

## Building Evacuation

- When you hear a fire alarm you must leave the building
- Take personal belongings with you
- Evacuate by nearest unobstructed exit; close doors behind you
- Do not use elevators
- Move to a safe area 300 feet away from building
- Do not re-enter building until authorized by emergency personnel
- Persons with disabilities on upper floors: Move to stair tower. Call Security (ext.2200) or 9-1-1. Tell them your location.

## Fire

- Activate the nearest fire alarm
- Call Security
- Tell others as you leave by nearest exit
- Follow building evacuation guidelines

## Suspicious Object/Package

- Do not touch or disturb the object or package
- Move to a safe distance; then call Security
- If possible, keep others away from object
- Prepare to evacuate

## Report A Crime/Suspicious Person

- Call Security or use any emergency phone
- Do not ignore the behavior or delay the call
- Be a good witness. Tell the call taker everything you know about the situation
- Do not hang up until told to do so by the call taker
- Take only actions necessary for self defense
- If safe, stay where you are until help arrives

## Active Shooter

- If possible, exit the building to a safe area
- Dial 9-1-1 and/or call Security
- IF YOU CANNOT EXIT THE BUILDING:**
- Go to nearest room; Close door, lock the door if possible; turn off lights
- Take cover, stay calm, quiet, and out of sight
- Dial 9-1-1 / Put cell phone on vibrate
- Do not leave or unlock door until law enforcement assists you from the building
- Do not confront the shooter, except as a last resort

## Disruptive or violent behavior

- Call Security
- Stay calm. Do not argue.
- Do not physically confront the person
- Do not block the person's means of exit
- If there is immediate danger, leave the area

## Severe Weather Emergency

- If possible move to the lowest level hallway or take cover under a desk
- If safe to do so, secure vital equipment and files
- Shut off electronic equipment
- Stay away from windows
- Call Security to report injuries or damage

## Medical Emergencies

- Call Security and tell call taker as much as you know about the situation and conditions
- Render First Aid if you are trained
- Remain calm and assure the injured person help is on the way
- Do not attempt to move an injured person to prevent further injury unless necessary

## Person In Emotional Crisis

- Call Security
- Help keep person calm
- Do not put yourself in danger
- Do not block the person's exit route

## Sexual Assault

- If you've been sexually assaulted or someone reports to you they were: get to a safe place
- All sexual assaults are crimes —call Security or police. Seek medical attention whether you make a report or not.
- Before police arrive, do not shower, drink, eat or change clothes. If you are there to help, provide reassurance but refrain from touching the victim before emergency personnel arrive.

## Power Outage

- Call Security
- Turn off computers and other equipment
- Move CAUTIOUSLY to lighted area

### IF PEOPLE ARE TRAPPED IN ELEVATOR:

- Call Security – stay calm
- Do not attempt to exit elevator through hatches without assistance from emergency services

## Chemical Hazards Or Gas Leaks

- Call Security
- Do not pull fire alarm
- Do not touch light switches or electrical equipment
- Limit inhalation of fumes if possible
- Do not touch spilled substance
- Move to a clear area (uphill/upwind)
- Keep others away
- Isolate contaminated persons

### IF YOU OR SOMEONE ELSE CONTACTS A SUSPICIOUS CHEMICAL OR SUBSTANCE:

- Immediately flush affected area with plenty of water for at least 15 minutes
- Wash with plenty of soap and water
- Remove contaminated clothing
- Seek medical attention immediately

## To Receive Urgent Campus Updates

OCC Students and Employees can opt-in to OCC's emergency text messaging system. Activate your alerts through your OceanCruiser account. For more information, visit [www.ocean.edu/security.htm](http://www.ocean.edu/security.htm).