

EMERGENCY PROCEDURES GUIDE

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 University should make themselves familiar with the information and procedures outlined in this guide. Please refer to the University's programs and policies for detailed information.

stockton.edu/police • Phone: (609) 652-4390 • Galloway, New Jersey • In case of emergency dial 9-1-1.



Stockton University is a AA/1-1 institution.

EMERGENCY PROCEDURES GUIDE

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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 (University 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 University closure.
- Refer media to spokesperson (or designee).

WEAPONS / SUSPICIOUS MAIL

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

1. Call 9-1-1 Campus Police immediately.
 2. Tell Campus Police who the suspected person is by giving a thorough description of him/her; what type of weapon was seen, where the weapon is located and if anyone was threatened.
 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. Remain calm and flee area.
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: Isolate anyone that may have been exposed.

BOMB THREATS

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

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

○ *If Suspicious Device is found:*

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.

○ *Evacuation Procedures:*

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:*

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.*

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

HURRICANE/TORNADO/WATERSPOUT

Hurricane/Tropical Storm/Flooding

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 University

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:

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:

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:

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

FIRE/ FIRE ALARMS / HAZARDOUS MATERIALS

○ **Fire / Fire Alarm - DO NOT USE ELEVATORS. ASSUME ALL ALARMS ARE REAL & EVACUATE USING THE NEAREST EXIT**

○ **In the event where smoke and/or fire is been detected:**

1. Pull the nearest fire alarm, evacuate & dial 9-1-1.
2. If possible close doors, windows.
3. Go to the nearest exit or take an alternate exit away from the fire/smoke.
4. DO NOT RE-ENTER THE BUILDING until declared safe by fire official.

○ **SPECIAL NEEDS:** Persons with disabilities or special needs located on upper floors should move to the nearest exit, breezeway connector, wing end balcony or stairwell and dial 9-1-1. Give your location and wait further instructions. When possible, others should assist persons with special needs to get to a safe location.

○ **HAZARDOUS MATERIALS INCIDENT**

1. Isolate area of leak/spill DO NOT attempt to clean.
2. Dial 9-1-1, pull the nearest fire alarm and evacuate the area.

○ **If the incident occurs near campus:**

1. Campus Police will notify the community as to what action(s) are needed.
2. The campus will be notified as to whether to evacuate the area or shelter in place.

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 ext. 4722.

Suicide Attempt on University 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. Secure the area for investigation
3. Try to identify any person(s) familiar to the victim
4. Protect the privacy of the 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

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

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.

ACTIVE SHOOTER / HOSTAGE SITUATION/ SUSPICIOUS / UNWANTED PERSON EVACUATE – HIDE OUT – TAKE ACTION

HAVE AN ESCAPE ROUTE AND PLAN IN MIND

1. If escape is not possible, find an area to hide, out of the view of the active shooter.
2. If in an office secure and block the door with furniture, hide behind large objects like file cabinets.
3. Remain quiet, silence cell phones and other sources of noise.
4. Call 9-1-1 when you are safe.

PROVIDE INFORMATION TO LAW ENFORCEMENT

1. Location of the shooter.
2. Number of shooters.
3. Physical description.
4. Number and types of weapons.
5. Number of potential victims at the location.

WHEN LAW ENFORCEMENT ARRIVES

1. Officers will shout commands and may push individuals to the ground for safety.
2. Remain calm and follow the Officer's instructions.
3. Put down any items in your hands; keep your hands raised and visible; avoid making quick movements.
4. Do not stop and ask Officers any questions when being evacuated.

IF YOU ARE TAKEN HOSTAGE

1. Follow instructions of the hostage taker.
2. Remain calm; do not argue; ask permission.
3. Treat the hostage taker as normally as possible.

AS A LAST RESORT, AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER, TRY TO INCAPACITATE THE SHOOTER

SUSPICIOUS AND/OR UNWANTED PERSON

If an unknown person is unauthorized to be in an area or enters into an area of the campus:

1. Dial 9-1-1 Campus Police.
2. Provide police with a full description of the person(s) and any vehicles involved.
3. Advise the reason(s) for suspicions

If an unwanted person is in an area of the campus and refuses to leave:

1. Advise the person that they are not wanted in the area
2. If they refuse to leave, dial 9-1-1 Campus Police and provide a full description of the person and information as to why the person is unwanted.

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, University 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.

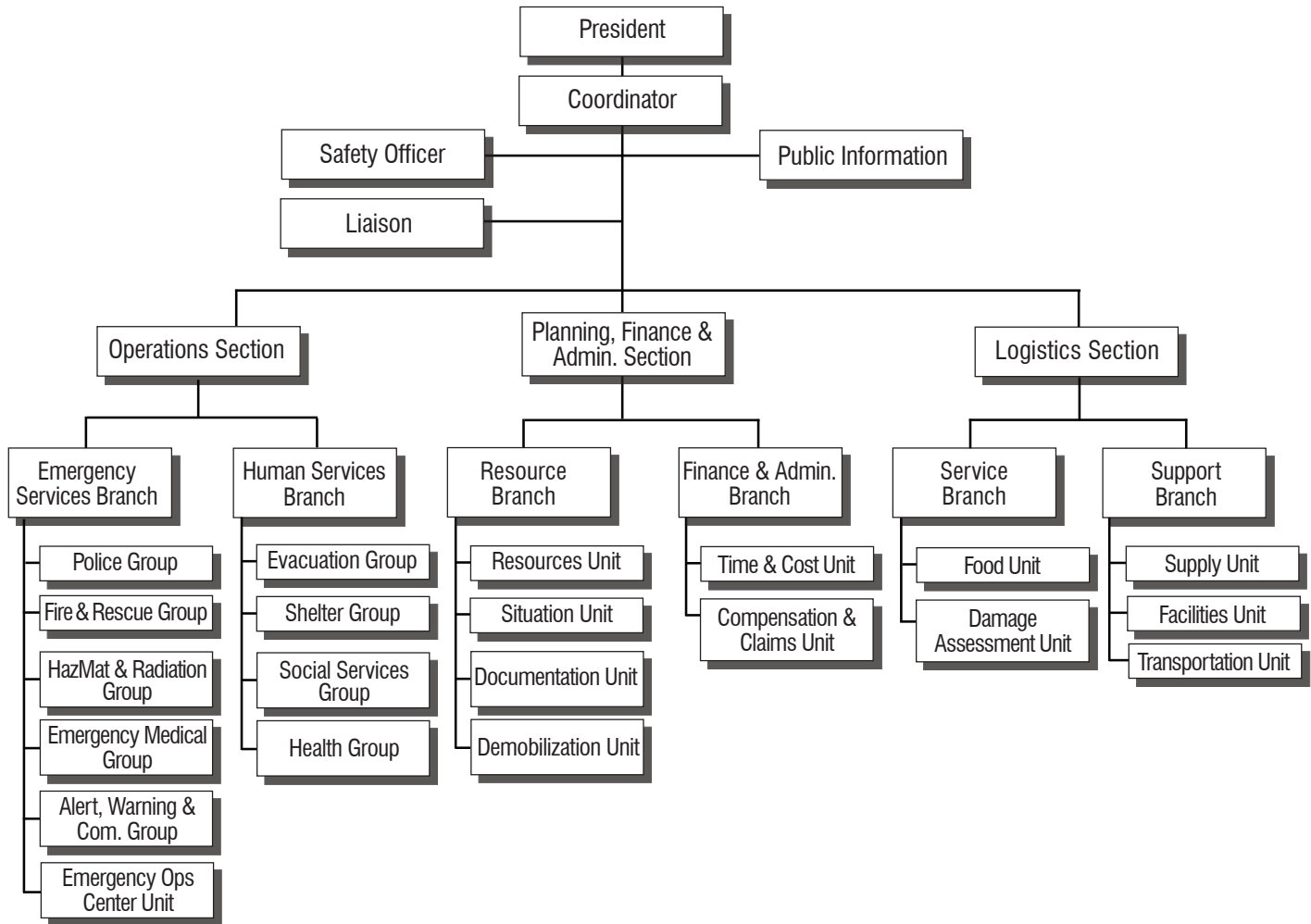
Sheltering Procedures

Sheltering provides refuge for students, staff and public within University 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 University'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 University, 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 during bomb threat), all campus TV systems, radio broadcasts, campus alert system, University 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 University home page at stockton.edu.

To be used only for fire alerts:

- Fire alarms/systems.

EMERGENCY PHONE NUMBERS

Emergency Phone Numbers

Police, Fire, Ambulance – 9-1-1

Counseling Center

J-Wing, Suite J-204.....Extension 4722

Health Services

West Quad, Suite 108.....Extension 4701

Dean of Students

Campus Center, Suite 243.....Extension 4645

Campus Religious Council

Office Student Development Campus Center Suite 240.....Extension 6811

Residence Life

Housing II, Suite A-100.....Extension 4332

Crisis Management Team

Counseling Center, J-Wing Suite J-204.....Extension 4701

Risk Management & Environment/Health/Safety

N-Wing, Suite N-115.....Extension 3548

AtlantiCare Regional Medical Center

City Division –Atlantic City, NJ609-344-4081

Mainland Division – Pomona- On Campus.....609-652-1000

EMERGENCY INFORMATION

Safe Area

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

University 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.

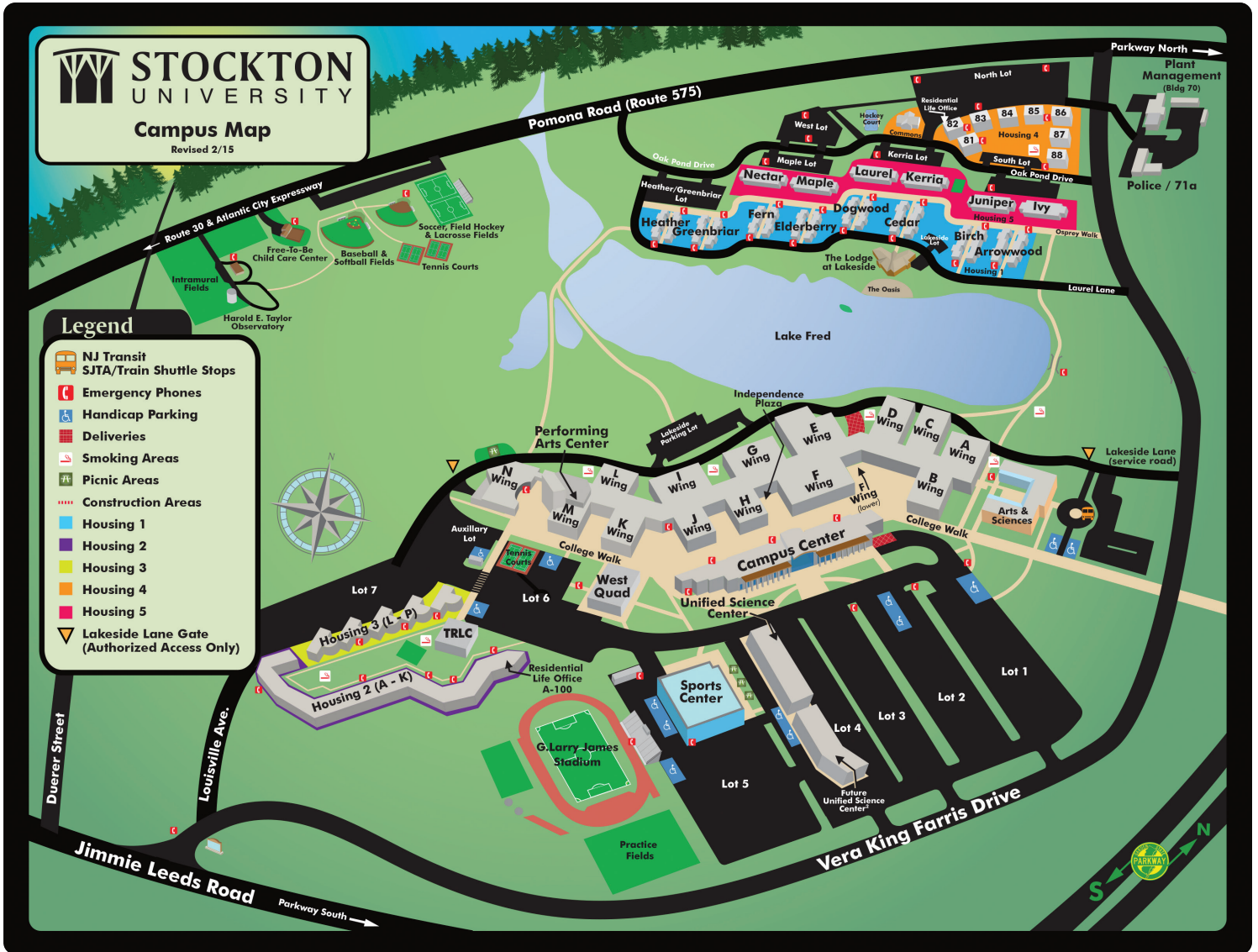
Medical Transportation

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

Media Procedures

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

STOCKTON UNIVERSITY CAMPUS MAP



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

OUTBUILDING DIRECTORY

Outbuilding Directory

Anne Azeez Hall	610 Washington Ave., Woodbine
Carnegie Center	35 S. Dr. MLK, Jr., Blvd., Atlantic City
Coastal Research Center	Route 9, Port Republic
Dante Hall Theatre.....	14 N Mississippi Ave, Atlantic City
Free-to-Be Childcare Center	35 Pomona Road, Route 575, Galloway
Harold E. Taylor Observatory	36 Pomona Road, Route 575, Galloway
Intramural Fields.....	Pomona Road, Route 575, Galloway
Kramer Hall.....	30 Front Street, Hammonton
Manahawkin Instructional Site	712 East Bay Avenue, Manahawkin
Marine Science and Environmental Field Station.....	Route 9, Port Republic
Noyes Museum of Art	733 Lily Lake Road, Oceanville
Police	Building 71a
Residential Life Office (Housing IV Apartments)	Bldg. 83
Residential Life Office (Housing II Dorms).....	A-100
Sam Azeez Museum of Woodbine Heritage.....	610 Washington Ave, Woodbine
Seaview Resort.....	401 South New York Road, Galloway
Southern Regional Institute (ETTC)	Parkway Bldg.

For maps and directions to the various Stockton properties, see “Maps & Directions” on stockton.edu