STOCKTON UNIVERSITY

PROCEDURE

Emergency Reporting

Procedure Administrator: Director of Campus Public Safety
Authority: N.J.S.A. 18A:64-8
Effective Date: March 13, 1975; April 14, 2010; May 24, 2023
Index Cross-References: Policy I-100 Emergency Closing; Policy I-100.5 Emergency
    Operations Plan; Procedure 6930: Clery Act Compliance
Procedure File Number: 1071
Approved By: Dr. Harvey Kesselman, President

A. **Reporting Incidents.** Stockton University encourages all members of the campus community, including students, faculty, staff and guests, to promptly and accurately report any crimes, accidents, threats, or other emergencies that occur on any University property. This includes when the victim/complainant of a crime declines or is unable to make such a report.

All emergencies (police, fire, or medical), crimes in progress, or accidents on any University property should be reported immediately by dialing 9-1-1. The 9-1-1 call will be routed to the proper police-fire-medical emergency communications center. The University also has emergency blue light call boxes throughout the Galloway and Atlantic City campuses that route calls directly to the Stockton University Campus Police and automatically result in a police response.

Callers should report the exact nature and location of the emergency, as well as the caller's name and telephone number. The caller should remain on the line with the communications center until advised to hang up.

Individuals attending classes or events at any other University facilities should report crimes and/or incidents to security personnel assigned to these facilities or report the crime and/or incidents to law enforcement by dialing 9-1-1. The 9-1-1 call will be routed to the proper local police-fire-medical emergency communications center.

B. **Sexual Misconduct.** The University assists and strongly encourages students, faculty, staff, volunteers, vendors, guests and campus visitors who become aware of an incident of sexual misconduct to report to Stockton University Police Department, to local law enforcement where the Prohibited Conduct occurred, or other jurisdictions, as appropriate. Complainants and/or reporters (students, faculty, staff, volunteers, vendors, guests, and visitors) have the right to decline to notify law enforcement of an alleged incident of sexual misconduct. If a complainant and/or reporter requests assistance with reporting to law enforcement authorities, the Stockton University Police Department (SUPD) will help to notify other law enforcement agencies and may aid other agencies in a criminal investigation, if needed. SUPD are Responsible Employees and are required to notify the Title IX Coordinator of any report of Prohibited Conduct. Detailed information about reporting sexual misconduct is

available in the Complainant Resource Document on the Campus Police website and Sexual Misconduct Procedure 6940. The Women's, Gender & Sexuality Center assists student complainants with reporting crimes to SUPD and other law enforcement agencies. To report to SUPD, please call 609-652-4390. Call 911 in an emergency regardless of whether the Prohibited Conduct occurred on or off campus.

C. **Anonymous Reporting.** Anonymous crime reports may be made by calling the University Police Department, by clicking on "Crime Tip Line" on the University Police website Stockton.edu/police, by calling Crimestoppers of Atlantic County at 1-800-658-TIPS (8477), or on the Crimestoppers website at crimestoppersatlantic.com. It is not necessary to identify yourself when calling in or submitting an anonymous report. All information is kept strictly confidential.

D. **Crime Statistics.** The law requires the University to inform the public of crime in or around campus. This information is made publicly accessible through the University's Annual Security Report, which also outlines procedures related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, stalking, and campus crime reporting processes. Crime statistics shared in the Annual Security Report reflect the number of Clery defined crimes reported to have occurred within the University's Clery defined geographic categories.

E. **Emergency Communications System.** The University has an emergency communications system with multiple warning systems and notification methods to communicate with the campus community. These include: a text messaging emergency notification system; mass e-mail; gallery television notification; electronic signage; University media; a classroom notification system; and local media. In addition, the University has an automated classroom locking system that can secure all campus classrooms, or secure specific areas/blocks of classrooms.

F. **Emergency Resource Guide.** Stockton maintains an "Emergency Resource Guide" for faculty, staff, students and visitors that is also available in all classrooms and campus offices, and for viewing or download on the University's "Be Prepared" website.

Review History:

	Date
Procedure Administrator	10/05/2022
Divisional Executive	03/14/2023
General Counsel	04/21/2023
Cabinet	05/24/2023
President	05/24/2023