

EMERGENCY RESPONSE QUICK REFERENCE GUIDE

REPORT ALL EMERGENCIES TO

Middlesex County College Police

CALL 732-906-2500

ON CAMPUS Dial Ext. 2500

IMPORTANT INFORMATION FOR ALL EMERGENCIES

- Report all emergencies by calling 911 or 732-906-2500 from a cell phone or EXT. 2500 from a campus phone
- Always follow instructions provided by emergency personnel and campus officials
- Stay away from the affected area until given the “all clear” by emergency personnel
- Whenever possible, assist persons with special needs

BUILDING EVACUATION

- Gather personal belongings if safe to do so. **DO NOT** delay evacuation.
- Immediately evacuate building using nearest safely accessible exit closing doors and windows behind you.
- **DO NOT** use elevators.
- Meet outside at area specified by instructor and await further instructions. (Assemble in the college’s Suggested Assembly Areas or as directed by Campus Police or emergency personnel)
- Assist persons with special needs as able.
- **DO NOT** attempt to re-enter the building until instructed to do so.

FIRE

- Evacuate building immediately when alarm is activated or there is evidence of a fire
- Manually activate the nearest fire alarm system if alarm isn’t already sounding
- Close doors and windows behind you
- **DO NOT** use elevators
- Call 732-906-2500 OR Ext. 2500 to report location of fire or smoke
- Notify fire personnel if you suspect someone is trapped in the building
- **If trapped in a room/building** – close as many doors and windows as possible between you and the fire
- Place cloth material (wet if possible) around/under door
- Attempt to signal to someone outside the building

SHELTER-IN-PLACE

- Instruction will be issued via. available emergency notification systems
- Stay calm
- Seek immediate shelter and remain there during the emergency rather than evacuate
- Assess your location compared to the incident
- In a hostile intruder scenario, lock the door and barricade yourself in the room with furniture
- Stay out of sight from all doors and windows

THREATENING PERSON

- Any threat to person or property immediately contact College Police
- Do not confront the person
- Do not block the person’s access to an exit
- When calling Campus Police 732-906-2500 or ext. 2500 (from an on campus phone) provide as much information as possible about the person and their direction of travel

HOSTILE INTRUDER/ACTIVE SHOOTER

These incidents are dynamic and evolve rapidly. If you hear gunfire or see a person with a gun, take immediate steps to protect yourself. The steps below are a guide – but you need to use good judgment and common sense based on the incident at hand.

- **RUN:** Try to escape the area if possible
- **HIDE:** You may have to shelter in place when an evacuation is not safe
- If **SHELTERING IN PLACE**, lock yourself in the room you are in or move to the nearest location that can be secured
- Turn off all lights
- Seek cover **NOT** visible through a window
- Silence cell phones
- Remain quiet
- **FIGHT:** If suspect is in close proximity and you have no other choice, fight; police are on the way.
- When the security threat is over, a Police Officer or another College Official will notify everyone by giving some form of an “All Clear” message. A message will also be sent via the Emergency Notification System.

SUSPICIOUS PACKAGE/OBJECT

Remain calm

- Do not touch or disturb the item
- Do not use a cell phone near the item
- Evacuate immediately
- Call Campus Police 732-906-2500

FOR MORE INFORMATION

<http://www.middlesexcc.edu/campus-police>