

**RCBC 8-15**

ROWAN COLLEGE AT BURLINGTON COUNTY

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# **CAMPUS EMERGENCIES AND SAFETY PROCEDURES GUIDE**



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**SHELTER-IN-PLACE, REPORTING INCIDENTS,  
AND EVACUATIONS**



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# CAMPUS EMERGENCIES AND SAFETY PROCEDURES GUIDE

## SHELTER-IN-PLACE, REPORTING INCIDENTS, AND EVACUATIONS

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*This guide will assist you during various types of emergencies. These procedures should be followed in sequence, unless conditions dictate otherwise.*

### **IMPORTANT NUMBERS**

**Public Safety Department**

**(856) 222-9311**

Mt. Laurel Campus..... Extension 2100

Pemberton Campus ..... Extension 1100

Willingboro Center..... Extension 3100

Mt. Holly Center ..... Extension 4100

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# DEFINITIONS

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**All Call** – in-house telephone system designed to act as a public address system wherein announcements can be made to multiple telephones at one time.

**Active Shooter** – the name given to person(s) engaged in an ongoing act of violence resulting in serious bodily injury or death.

**Bomb Threats** – communications intended to cause anxiety.

**Bomb Warnings** – communications intended to tell us that there is a bomb.

**ReGroup** – mass notification system purchased by RCBC to send messages to members of the college community via telephone, email and text message.

**Disaster** – any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures.

**Emergency** – it means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. In an emergency, existing resources and capabilities may need to be obtained outside of the college.

**Outside Agencies** – any non-college agency providing response, support, etc. to the college in the event of an emergency. Examples include, but are not limited to, the local police, fire, and EMS.

**Facilities** – Employees assigned to assist with physical needs and/or repairs to RCBC.

**Shelter-in-Place** – the process of securing and protecting people and assets in the general area in which a crisis incident occurs.

**Spontaneous Events** – a spontaneous event (i.e. hazardous material incident, fire, weather, etc.).

**Terrorism** – premeditated violence usually intended to influence an audience.

**Threat** – an indication of something impending that could result in damage or injury.

## REPORTING AND EMERGENCY

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Call Public Safety immediately to report emergencies on campus.

Report non-emergency related incidents to Public Safety via telephone, in person or via email.

A confidential **TIP line** is also available by dialing ext., **1111**.

For violations of **College Policy** and/or the **Student Code of Conduct** follow the directions online at **rcbc.edu**.

For mental health referrals please visit **Student Support** via **rcbc.edu/studentssupport**.

### FOR “LIFE THREATENING” EMERGENCIES CALL 911, THEN PUBLIC SAFETY

- 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

After notifying emergency personnel, notify **Public Safety** at ext., **2100**. Watch for the arrival of emergency personnel and assist them to the appropriate location.

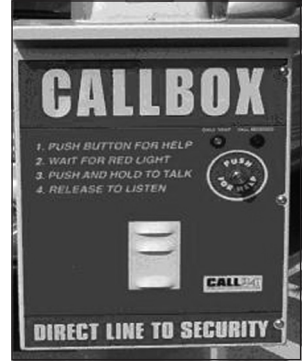
# BUILDING EVACUATIONS

Building evacuations **MUST** occur when a fire alarm sounds, when deemed appropriate and necessary by the Public Safety Department or officer on the scene, or when notified via the “All Call Campus Notification System”.

When an evacuation is deemed necessary, **everyone MUST evacuate**. Once outside, evacuees should proceed to the nearest **EMERGENCY CALL BOX**, located in each parking lot, or move to a clear area **at least 500 feet from the building**.

Keep streets, circles, fire lanes, fire hydrants, and walkways clear for emergency responders and their vehicles.

When a building evacuation alarm sounds, leave by the closest marked exit and alert others to do the same. Make sure all doors, closets, and windows are closed; this may limit the damage from fire and smoke. Take all personal items with you to include: keys, cell phones, book bags, and medications as you may not be permitted to re-enter the building.



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 500 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 PUBLIC SAFETY** IF HELP IS NEEDED.

## BUILDING EVACUATIONS

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**DO NOT RETURN TO AN EVACUATED AREA  
OR BUILDING UNTIL DIRECTED  
BY A PUBLIC SAFETY OFFICER.**

### **CAMPUS EVACUATION**

The directions for a campus evacuation are the same as a building evacuation. You will be advised by Public Safety when you must leave campus or go to a designated area off campus. When doing so, please remember to proceed in a safe and orderly manner.

### **SEVERE WEATHER**

Rowan College at Burlington County will provide warnings upon receipt for all types of emergencies/disasters that could affect the campus. Warnings may be issued to the college community upon receipt of notification from the Burlington County Office of Emergency Management, “All Call”, and/or by mass notification.

Weather related issues could result in early dismissals, campus closing, college closing, or shelter-in-place.

### **EVAC-U-TRAC**

Please remember that in case of a fire the elevators will not operate. To evacuate a handicapped person you must use the Evac-U-Trac unit. There is at least one located in every multi-story college building.

# BOMB THREATS

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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 PUBLIC SAFETY 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.**

Any person receiving a bomb threat by telephone should keep the caller talking and have someone make immediate contact with Public Safety to advise them of the bomb threat.

Ask the following of the caller:

1. When is the bomb set to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb?
6. How many bombs are there?

Try to keep the caller on the phone and don't forget to document the following:

1. Time of the call.
2. Age and sex of the caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of the caller: joking, excited, angry, etc.
5. Background noise: loud, quiet, party scene, etc.



## FIRE OR SMOKE

### FIRE OR SMOKE

If fire or smoke is discovered anywhere on campus, call 911 then Public Safety. 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 elevators.

**Pull the nearest fire alarm pull station.**

### FIRE EXTINGUISHER INSTRUCTIONS



• **PULL** SAFETY PIN FROM THE HANDLE



• **AIM** AT THE BASE OF THE FIRE



• **SQUEEZE** THE TRIGGER HANDLE



• **SWEEP** FROM SIDE TO SIDE



### TRAPPED IN A BUILDING

The universal sign for a person trapped in a burning building is to hang clothing or a sheet out the window of the room where you are trapped. The firefighters will then know where you are trapped.

If you are aware that someone is trapped in a structure, inform the responders immediately. Do not re-enter the building alone. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect you from flames and smoke.

**If your clothes catch fire, STOP, DROP, AND ROLL!!!**

**All alarms should be taken seriously. If you hear an alarm, EVACUATE the building.**

# BUILDING MALFUNCTIONS

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## ELEVATOR FAILURE

In the case of elevator failure use the emergency telephone in the elevator to contact the Public Safety Department.



## ELECTRIC/LIGHT/UTILITY FAILURE

IF NOTIFIED TO EVACUATE DURING THE HOURS OF DARKNESS, EMERGENCY LIGHTING SHOULD BE SUFFICIENT TO EXIT THE BUILDING.

## PLUMBING FAILURE OR FLOODING

Stop the use of all electrical equipment and call Facilities at ext., 1268 and/or Public Safety Department. Evacuate the area or building if necessary and assist handicapped person(s). If you need assistance, contact the Public Safety Department.

## VENTILATION PROBLEM

If you detect smoke or unusual odors coming from the ventilation system, contact Facilities at ext., 1268 and/or Public Safety Department. If necessary, evacuate the area or building and assist any handicapped person(s). If you are unable to help and need assistance call the Public Safety Department.

## GAS LEAK

If you detect the odor of gas, do not turn on lights or any other electrical equipment. Leave the area immediately and contact the Public Safety Department.

## MEDICAL EMERGENCIES

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### MEDICAL EMERGENCIES

UNLESS YOU ARE MEDICALLY TRAINED, DO NOT ATTEMPT TO CARE FOR A PATIENT, AND DO NOT GIVE ANYTHING ORALLY. CONTACT THE PUBLIC SAFETY DEPARTMENT IMMEDIATELY AND PROVIDE THE FOLLOWING INFORMATION:

1. THE NUMBER OF VICTIMS.
2. ARE THEY BREATHING?
3. WHAT HAPPENED OR IS HAPPENING?
4. WHAT IS THE PATIENT'S NAME AND APPROXIMATE AGE?

STAY ON THE LINE IF POSSIBLE OR HAVE SOMEONE ELSE TAKE THE PHONE TO ANSWER ANY FURTHER QUESTIONS THE OFFICER OR DISPATCHER MAY HAVE. YOU MAY BE PROVIDED INSTRUCTIONS OVER THE TELEPHONE AS TO HOW TO CARE FOR THE PATIENT UNTIL HELP ARRIVES.

### UNCONSCIOUS PERSON

1. Call the Public Safety Department immediately.
2. Is the victim responding to your voice or do they respond when you tap them on the shoulder?
3. Do not move the patient unless absolutely necessary.
4. Never place anything in their mouth or under their head.

# MEDICAL EMERGENCIES

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## TRAUMA OR BLEEDING

If you observe a person who is injured or bleeding do the following:

1. Call the Public Safety Department immediately.
2. Do not move the person as they could have sustained a head or spinal injury.
3. Have them lie still and not move their head or neck.
4. If the person is bleeding get something to cover the injury and apply direct pressure to the injured area.

## BREATHING EMERGENCIES

If you observe or come upon a person who is having breathing difficulty do the following:

1. Call the Public Safety Department immediately.
2. Try to keep the person calm.
3. Let the person find the most comfortable position for them.

## SEIZURES

If you observe or come upon a person who is having a seizure you should do the following:

1. Call the Public Safety Department immediately.
2. Most seizures only last a few seconds to a few minutes.
3. Keep the area around the person clear of furniture and people especially if the person is moving or thrashing around.
- \*4. Do not insert anything in the person's mouth.

## MEDICAL EMERGENCIES

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### DIABETIC ILLNESSES

There are **two (2)** types of Diabetic Emergencies and both may include an unconscious person. Immediate emergency medical attention is necessary for both. Diabetics may also appear as behavior emergencies.

**Low blood sugar** is more common in young adults and results in the sudden onset of the following conditions or actions:

1. Staggering/poor coordination (may appear under the influence of an alcoholic beverage).
2. Anger/bad temper.
3. Confusion/disorientation.
4. Pale/sweating.

**High blood sugar** is more common in older adults and results in the sudden onset of the following conditions or actions:

1. Fruity/wine like odor on their breath.
2. Frequent urination.
3. Constant thirst.
4. Drowsiness.
5. Flushed skin.

# INJURIES/CHEMICAL EXPOSURE

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## REPORTING WORK RELATED INJURIES/ WORKMEN'S COMPENSATION

All injuries that occur on campus or during college activities should be reported to the Public Safety Department and then to the supervisor and then HR.

## HAZARDOUS CHEMICAL EXPOSURE

All injuries that occur on campus or during college activities should be reported to the Public Safety Department.

1. Call the Public Safety Department immediately.
2. Follow all safety procedures spelled out in the Lab Safety Manual, the Safety Data Sheet, or the Hazardous Substance Fact Sheet.
3. In all cases of exposure, have the necessary information ready for the responding Public Safety Officer or EMS responder.
4. Follow all first aid information on the SDS, HSFS sheets.
  - a. **Eyes:** flush the eyes with water for at least 15 minutes.
  - b. **Skin:** flush the area with water for at least 15 minutes and remove any clothing that is contaminated.
  - c. **Inhalation:** remove the individual from the area to fresh air.
  - d. **Ingested:** follow the first aid procedures.

**POISON CONTROL**  
**(1-800-222-1222)**

**CHEMTREC**  
**(1-800-262-8200)**



## INJURIES/CHEMICAL EXPOSURE

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### LAB SAFETY/CHEMICAL SPILL

- If a hazardous incident such as a chemical spill occurred, call Public Safety and have them turn off all heating, air conditioning units and/or fans.
- If in a laboratory, quickly reduce all operations to as safe a condition as possible. The sash on chemical fume hoods should be pulled down to the fully closed position.
- Discontinue any laboratory process that might create a hazard if chemical fume hoods, bio-safety cabinets, or building ventilation systems were to be turned off.



# BEHAVIOR

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## REPORTING CRIMINAL BEHAVIOR

Everyone is asked to assist in making the Rowan College at Burlington County campuses and centers safe by being alert to any suspicious situation or person. If you do observe any activity of a violent, criminal or concerning nature, contact 911 and then Public Safety immediately.

If you are a victim or a witness to any on-campus offense, you should contact the Public Safety Department as soon possible with the following information:

1. Your name.
2. Nature of the incident.
3. Location of the incident.
4. Description of the person(s) and the names if known.
5. Description of the property damaged or stolen.

**NOTE: WHEN YOU CONTACT 911 OR PUBLIC SAFETY,  
STAY ON THE LINE UNTIL ALL INFORMATION IS GATHERED  
UNLESS YOU ARE IN DANGER.**

## BEHAVIOR/PSYCHIATRIC

If you observe or come upon a person who is exhibiting concerning behavior or behavior indicative of a psychiatric emergency you should do the following:

1. Call the Public Safety Department immediately.
2. Unless threatened or endangered, act as if nothing is wrong.  
If threatened or endangered, try to remove the class and yourself from the area, but be available for questions.
3. In severe cases, the police/EMS will be called to transport the individual to a site where they can receive professional assistance.



## BEHAVIOR

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### HOSTAGE/TERRORIST

If you are taken hostage and/or involved in a terrorist situation you should remain calm and do the following:

1. Be patient.
2. Avoid any drastic actions.
3. Do not speak unless spoken to and then only when necessary.
4. Try to maintain eye contact with your captor, but do not stare.
5. Avoid appearing hostile.
6. Comply with directions as best you can.
7. Attempt to establish a rapport with the captor.
8. If medications, first aid or rest room privileges are needed by anyone, advise your captor.



## ACTIVE SHOOTER

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### ACTIVE SHOOTER

This situation involves a suspect(s) inside or outdoor where a suspect(s) is actively causing harm to community members or randomly firing into an area where it is reasonably expected that persons could be struck and injured.

In the event of a hostile person/active shooter incident on campus, the Shelter-in-Place procedure may be implemented.

The FBI provides guidelines for active shooter/hostile person incidents.

Be sure to watch the FBI's run/hide/fight video.

**IF YOU WITNESS A PERSON  
WITH A WEAPON ON CAMPUS,  
CALL 911, AND THEN  
PUBLIC SAFETY.**



If an alert is transmitted on campus concerning an active shooter, listen carefully for any directions that are given by Public Safety. You may be advised to Shelter-in-Place in your building and await evacuation.

If gunfire or explosives create a hazardous condition you should immediately take cover. Stay away from windows, and close the door. When safe, call 911, and then Public Safety and inform them of your location, building name, room number, and how many people are in your room.

### QUESTIONS TO ASK:

1. Where is the shooter? How many?
2. What kind of weapons? How many?
3. Description of shooter(s)?
4. What is your name/address?

## SHELTER-IN-PLACE

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### SHELTER-IN-PLACE

**Shelter-in-Place may be announced via the Campus Alert system** (in-house wall mounted black telephones).

Find the nearest shelter area (classroom with door closed or an office with a door – do not use elevators):

- Lock/barricade the door.
- Shut the windows and curtains/blinds covering the windows.
- Sit/crouch down in areas that are out of sight from doors and windows.
- Silence your cell phone.
- Turn off the lights and remain quiet and calm.
- Stay in contact using the Internet, if available, for situation updates (ensure the light from the monitor is not visible to the outside of the room).
- Do not evacuate for a fire alarm unless instructed by Public Safety.
- Do not open the door for anyone unless it's safe to do so.

# SHELTER-IN-PLACE

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## SHELTER-IN-PLACE – IN A CLASSROOM OR OFFICE:

- If the door has a window, stay away from it. Depending on the gunman's location, consideration may also be made to exit through window openings. Have someone watch as you get as many people out of the windows (ground floor) as calmly and as quietly as possible.
- If no police units are on scene move well away from the incident and find safe cover positions and wait for the police to arrive.
- When police arrive on scene, stay still until told to move. When moving towards police keep your hands on top of your head and do exactly and immediately what the police tell you to do.
- Do not leave the area entirely; you may have information that responding police officers will need. Once in a safe place, stay put, and stay calm.
- If the windows do not open and you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.

**IF YOU ARE IN A CLASSROOM,  
ROOM, OR OFFICE,  
STAY THERE,  
AND CLOSE THE DOOR.**



## SHELTER-IN-PLACE – IN HALLWAYS OR CORRIDORS:

- If in a hallway, get in a room and close the door. Unless you are very close to an exit, do not run through a long hall to get to one; you may encounter the gunman or hostage taker. Do not hide in restrooms!

## SHELTER-IN-PLACE

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### **SHELTER-IN-PLACE – IN LARGE ROOMS OR AUDITORIUMS:**

- If in a gym or theater area and the gunman or hostage taker(s) are not present, move to the external exits and move toward any police unit, keeping your hands on your head. Do exactly and immediately what the police tell you.

### **SHELTER-IN-PLACE – OPEN SPACES:**

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

### **TRAPPED WITH THE GUNMAN:**

- If you are trapped, do not do anything to provoke the gunman. If no shooting is occurring, do what the gunman says and do not move suddenly.
- If the gunman does start shooting people, you need to make a choice (at this point it is your choice) stay still, run for an exit while zigzagging, or even attack the shooter.
- This is not a recommendation to attack the shooter but rather a choice to fight when there is no other option.

**REMEMBER:  
RUN, HIDE, FIGHT**

# SHELTER-IN-PLACE

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## **SHELTER-IN-PLACE WILL REMAIN IN EFFECT UNTIL IT IS LIFTED BY AUTHORIZED PERSONNEL.**

- In a drill, Public Safety will notify you that the drill is complete. You may also assume the drill is completed 10 minutes after you receive the “ALL CLEAR” or receive a Campus Alert message.
- Faculty/staff and students will be notified via phone or mass e-mail by Public Safety that the emergency has passed.

**EMERGENCY COMMUNICATION AND TEXT MESSAGING ALERTS WILL  
BE SENT BY ROWAN COLLEGE AT BURLINGTON COUNTY  
PLEASE VISIT WEBADVISOR TO UPDATE YOUR EMERGENCY  
NOTIFICATION INFORMATION.**

**[RCBC.EDU/WEBADVISOR](https://rcbc.edu/webadvisor)**

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**SEND**

**HELP**



**ALL  
CLEAR**

