Emergency Procedures Quick Reference

Rowan College SOUTH JERSEY
Cumberland Campus
3322 College Drive, Vineland, NJ 08360
RCSJ.edu/Security/Cumberland

RCSJ Security — Cumberland
- Use an Emergency phone or Dial extension 4777 from any campus phone
- Dial direct 856-200-4777
- **Call Emergency 9-1-1**
- Follow directions given over the Public Address system

Building Evacuation
- Exit the building during a fire alarm
- Take personal belongings
- Evacuate using the nearest unobstructed exit
- Close doors behind you
- Do not use elevators
- Move 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 or 9-1-1 and identify location

Fire
- Activate the nearest Fire Pull Station
- Call Security
- Inform others
- 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

To Report a Suspicious Person/Crime
- Call Security or use any Emergency Phone
- If you witness a crime call Police and Security immediately
- **Do not ignore the behavior or delay the call**
- Be attentive; identify everything known about the situation
- Do not hang up until told to by 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
- Call 9-1-1, then Security

If you cannot exit the building:
- Go to the nearest lockable room
- Close door, lock or block door, stay out of sight
- Turn off lights and silence cellphones

Disruptive/Violent Behavior
- Call 9-1-1 first, then Security
- Stay calm
- Do not confront the person or block their exit
- Leave if danger is imminent

Severe Weather
- If possible, move to lowest level hallways or take cover under 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 9-1-1, then Security
- If properly trained, provide first aid
- Assure the injured person help is on the way
- Do not attempt to move an injured person unless necessary to prevent further injury

Crisis Intervention (Mental Health Emergency)
- Contact the Center for Wellness and Support (CWS) at 856-200-4690
- For non-emergencies, escort the student to CWS: Student & Enrollment Services Center, room 1158
- If after hours, and a student is experiencing a mental health emergency, contact Security at 856-200-4706
- Refer to AP 8601 for more information.

Sexual Assault — (Report to Title IX Officer)
- Victims of sexual assault: **Get to a safe place**
- All sexual assaults are crimes — you should call Security and 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
- Contact the Title IX Officer: Nathaniel Alridge, Jr., J.D. (856) 498-9948 or nalridge@rcsj.edu

Power Outage
- Call Security
- Move **cautiously** to lighted area

If people are trapped in elevator:
- Call Security, stay calm, use emergency phone
- Do not attempt to exit elevator without assistance from emergency services

Chemical Hazards
- Call 9-1-1
- Do not touch substance or inhale fumes
- Move to a clear area and keep others away
- Isolate contaminated persons

If you or someone else contacts a suspicious chemical/substance:
- Remove contaminated clothing and seek medical attention

Gas Leaks
- Evacuate the area
- Call 9-1-1
- Do not touch the fire alarm, light switches or electrical equipment

For Emergency Announcements:
RCSJ.edu

Call 856-468-5000

Tune to KYW–TV News (CBS 3) or KYW–News Radio 1060 AM

For Emergencies call 9-1-1

Facilities/Maintenance Problems: (Heat, A/C, plumbing, etc.) Call ext. 4646 or 691-8600, ext. 8601. After 4:30 p.m. or weekends call Security at 856-200-4777.