

# Emergency Procedures Quick Reference



## RCSJ Security

- Use an Emergency phone or Dial extension 4444 from any campus phone
- Dial direct 856-681-6287
- **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 (Person in Emotional Crisis)

- Contact the Center for Counseling and Wellness Services at 856-464-5236 or Security at 856-681-6287
- For non-emergencies, escort the student to the College Center, Counseling and Wellness Services in room 206
- If the student refuses and there is a safety concern, contact Security or 9-1-1

### 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 (**see reverse side for Reporting Allegations of Sexual Assault and Resource Referrals**)

### 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](http://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