To All:

Bergen Community College is committed to providing the campus community with the highest levels of safety and security. With more than 15,000 students enrolled at the College’s three locations in Paramus, Hackensack and Lyndhurst, and more than 1,000 faculty and staff members, it is everyone’s responsibility to be aware of their surroundings to help keep the College community safe.

If you hear someone being threatened, see an unusual posting on the Internet, or notice something out of the ordinary, please contact Public Safety or the Bergen County Sheriff’s Department or call the Confidential Tip Line at (201) 689-7070. We are here for your protection and safety.

In the event of an emergency, it is important for everyone to be prepared and to act accordingly. Please read the following guidelines to become familiar with the College’s safety procedures.

William M. Corcoran
Vice President of Facilities, Planning, Operations and Public Safety
Bergen Community College

Police emergency
In the event of a police emergency, such as:
- Assault, robbery or burglary
- Sexual assault or domestic violence incident
- Kidnapping or abduction
- Suicidal individual
- Active shooter or other violent action
- Weapon possession or use of
- Bomb threat or suspicious item
- Notify Public Safety or the Bergen County Sheriff’s Department immediately.

How To Respond When an Active Shooter is in Your Vicinity
1. Evacuate
   • Have an escape route and plan in mind
   • Leave your belongings behind
   • Keep your hands visible

2. Hide Out
   • Hide in an area out of the shooter’s view
   • Block entry to your hiding place and lock the doors
   • Silence your cell phone and/or pager

3. Take Action
   • As a last resort and only when your life is in imminent danger
   • Attempt to incapacitate the shooter
   • Act with physical aggression and throw items at the active shooter

When it is safe to do so, call 911.

Medical emergency
Upon any injury or illness requiring immediate medical attention:
- Notify Public Safety or the Bergen County Sheriff’s Department immediately.
- Render first aid, if trained to do so, until emergency personnel arrive on scene.
Natural gas emergency
Upon the detection of an odor of natural gas inside a campus building:

• Do not turn on or off any switches (lights, appliances, etc.). This may ignite the gas and cause an explosion.

• Immediately notify Public Safety or the Bergen County Sheriff's Department from a telephone outside the affected area.

• The affected building(s) will be evacuated using the fire alarm.

Fire emergency
If an actual fire or smoke condition is discovered, the following procedure should be followed:

R - rescue any staff or students in the immediate area
A - sound the alarm by activating a pull station
C - confine the fire by closing any doors
E - evacuate the remainder of the building

• Notify Public Safety or the Bergen County Sheriff's Department immediately.

• Do not reenter the building(s) until the fire department has determined it is safe.

Hazardous material emergency
In the event of a spill or airborne release of a hazardous material (chlorine, unknown chemical, etc.):

• Notify Public Safety or the Bergen County Sheriff's Department immediately.

• Restrict access to the affected area.

• In case of an evacuation, move upwind from the affected area.

MISSION STATEMENT
The mission of the Bergen Community College Department of Public Safety is to provide and maintain a safe and secure atmosphere for all members of the College community.

The function of the department is varied and includes, but is not limited to: unbiased and fair enforcement of the College's rules and regulations, responding to calls for non-enforcement services, and active patrol of the campus.

The success of this mission depends upon an effective working relationship between Public Safety personnel, and the diverse community at Bergen. Critical to this relationship is mutual respect among students, staff, faculty and visitors.

Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of both life and property.

In return, we ask that our partners in this community assume their individual and collective responsibilities to make Bergen Community College a place that is safe from crime, and to provide a civil and open environment that fosters learning.

The authority by which the department operates, along with the resources that are provided for it, are granted to the department by the College and are an affirmation of the College's trust. All members of the College community must recognize that the proper use of these resources assist the College in offering a comprehensive set of accessible, affordable, high-quality courses and programs that are designed to meet the demands of the community.
**CONTACT INFORMATION**

Public Safety – Dial ‘6’ from any college phone or call (201) 447-9200.

Bergen County Sheriff’s Department – Dial 9-1-1 or call (201) 646-2700.

When reporting an emergency, please supply as much information as possible. This includes the type of incident, location, description of involved persons and any other facts. The Public Safety desk is located at L154 and the Bergen County Sheriff’s Department are located on the first floor of the Pitkin Education Center, Room A-114.

**Immediate Notification**

In the event of a confirmed immediate and/or imminent threat to the health and safety of the Bergen Community College community (i.e. active shooter, tornado, hazardous material spill, etc.), an IMMEDIATE NOTIFICATION shall be made. The IMMEDIATE NOTIFICATION will be made without delay to the Bergen Community College community via the College’s Emergency Notification System which includes text messages, email alerts, alerts on College web site, and recorded messages on cell/home phones, along with the College’s internal IPcelerate system (messages through classroom/office phones). The Vice President of Facilities, Planning, Operations and Public Safety, in collaboration with other College officials, will determine the appropriate content of the IMMEDIATE NOTIFICATION and the best method(s) for disseminating the information as quickly as possible. The Vice President of Facilities, Planning, Operations and Public Safety and authorized College personnel have the responsibility for issuing notifications through the College’s Emergency Notification System.

**Timely Warnings – Clery Act**

In the event that a situation arises on-or-off campus, that, in the judgment of the Vice President of Facilities, Planning, Operations and Public Safety constitutes an ongoing or continuing threat to the College community, a campus-wide “Timely Warning” will be issued. This warning will be issued through the College e-mail system, sent out over the emergency notification system and will be posted in high traffic areas of the College. When appropriate it also will be posted on the College’s Web site www.bergen.edu.

**Emergency Notification System**

Bergen Community College has an Emergency Notification System provided by Send Word Now. All staff and students will automatically receive emergency notifications to their Bergen.edu or me.Bergen.edu email – no “opting in” is necessary. All students and staff interested in receiving immediate notification by text message, phone call, and through other email addresses must register even if you were enrolled in a previous system.

**ALL USERS OF THE PREVIOUS EMERGENCY NOTIFICATION SYSTEM ARE REQUIRED TO RE-REGISTER**

**SIGN UP WITH THESE EASY STEPS**

**Step 1:** Go to www.bergen.edu/swn

**Step 2:** Click Register for BCC Emergency Alerts

**Step 3:** Read the User Registration Agreement and check all applicable boxes. Click Submit.

**Step 4:** Follow the prompts on each tab to enter your user information, contact information and emergency alert subscriptions.

When entering your user information, you will be asked to provide a valid email address. To re-enter the Emergency Notification System website in the future, you must use the email address to login.

**Step 5:** Click Submit.

**Step 6:** An email will be sent to the email address you provided to confirm your registration. You must click the link in the email in order to begin receiving emergency notifications.