

Emergency Action Plan



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Introduction

The Bergen Community College (Bergen, the College) Emergency Action Plan (EAP) is a set of event-specific instructions that are outlined to assist the College community (students, faculty, staff, and visitors) if a crisis or an emergency were to occur at any of Bergen's three (3) campuses. The purpose of the EAP is to provide information and guidelines for Bergen students, employees, and visitors so that action can be taken to prevent or limit serious injury, property loss, and/or loss of life in the event of an actual or potential crisis or emergency. This document describes the initial responsibilities and actions to be taken by students, employees, and visitors in the event of a crisis or emergency until the appropriate officials of the College or emergency responders are present and available. The EAP includes several events with guidance and actions to take during a crisis or emergency. The College community must always be aware of our surroundings, identify the nearest exits, and know what to do in the case of a crisis or emergency.

We encourage all students and employees to secure the **Bergen Community College Public Safety Headquarters telephone number (201-447-9200)** into their cellphone or records. This phone is staffed 24/7/365, and someone will always answer your call regardless of which campus you are attending. If you do not have a cell phone, you can use any college house phone by dialing "6" and you will be transferred directly to the College's Public Safety Headquarters for each specific campus (Paramus, Hackensack, or Lyndhurst). See page 10 for the locations and phone numbers of the Public Safety headquarters at all three Bergen campus locations as well as other resources to contact in case of a crisis or emergency.

The College relies on several resources to broadcast emergencies and continue to keep the public informed. The Public Safety Office requests that everyone register with the college's Emergency Notification System by going to bergen.sendwordnow.com to receive critical information during emergency events in the most expeditious manner. By signing up, you will receive immediate notifications to your cell phone and email during ongoing or pending emergency situations. College officials will disseminate critical information via the Emergency Notification System as it becomes necessary and available. This is a voluntary opt-in and can also be found on the Bergen Community College Website under the Public Safety web page.

Several other channels may be utilized as secondary sources of information by monitoring the following:

- Bergen Community College website, <http://www.bergen.edu>
- Bergen Community College social media outlets:
 - Facebook: [bergencommunitycollege](https://www.facebook.com/bergencommunitycollege)
 - X (formerly Twitter): [@bergencc](https://twitter.com/bergencc)
 - Instagram: [@bergencc](https://www.instagram.com/bergencc)
 - YouTube: [@BergenCommCollege](https://www.youtube.com/BergenCommCollege)
- Bergen Community College main telephone number, (201) 447-7100

As you review each section of this document, it is also important to recognize that people with disabilities should attempt to establish a "buddy system." Additionally, we request that, if possible, you assist individuals with disabilities if an emergency occurs. Areas of Safe Refuge are located next to each public elevator. Non-ambulatory individuals can go to these areas and utilize an available cellphone to notify Public Safety for additional assistance needed.

Power Outages

Power outages can cause significant issues ranging from damage to property to health risks and disruption of essential services. The classification of power outages depends on several factors including expected duration of outage, time of day, and time of year. In general, power outages can be broken down in terms of severity and probable emergency actions, as follows:

- **Level 1 Outage** – those outages that have minor impact on individual rooms or unoccupied buildings for periods usually not exceeding 1 day. Emergency actions typically include the temporary relocation of affected personnel until members of the Facilities Team can manage repairs.
- **Level 2 Outage** - those outages that involve significant impact on a building for periods exceeding 1 day, or where the outage impairs life safety. Assuming the needs of impacted personnel can be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other on-campus facilities, and employees being given alternative work assignments or sent home until repairs can be managed by members of the Facilities Team.
- **Level 3 Outage** - those outages that have major impact on one or more buildings and require long-term repair, where the outage impairs life safety. Assuming the needs of impacted personnel cannot be met on campus, emergency actions typically include employees being given alternative work assignments or sent home until repairs can be managed by the Facilities Team. Classroom instruction may be relocated to another building or campus location, or students may be required to participate in distance (i.e. online) learning until building repairs are completed.

Please note the following with regards to power outages:

- Notify Public Safety as soon as possible of any power outages.
- If you are engaged in “hazardous” tasks that cannot otherwise be performed safely without power, you should cease such tasks.

Hazardous Weather Conditions

The College will approach each storm with an abundance of caution and seek to provide early notice to minimize disruption to the College community. The classification of hazardous weather conditions depends upon a host of factors including, but not limited to, the weather incident, the time of day, and the time of year. In general, hazardous weather conditions can be categorized in terms of severity as follows:

- **Level 1 Storm** - these storms are predicted to have minor impact on transportation across campus roads and along walking paths. Incident types in this category include light to moderate snowfall or freezing rain, and typical emergency actions may include delayed opening or in some cases campus closure, and activation of the snow removal plan.
- **Level 2 Storm** - these storms are predicted to have moderate to significant impact on vehicle/foot transportation, or conditions that threaten building safety. Incident types in this category include heavy snowfall or freezing rain/icy conditions, electrical storms, heavy wind, and tornado watches, and typical emergency actions may include college closure and event cancellation.
- **Level 3 Storm** - these storms have a threatening impact, sometimes unpredictable to transportation, building safety, and the College Community. Incident types in this category

include tornado warnings, hurricanes, blizzards and sustained ice storms with related power outages. Less severe hurricanes may be classified as level 1 or 2. Typical emergency actions may include orders to shelter in place and campus closures.

Other general issues and guidance are as follows:

- Employees and students should view their College E-mail, the College website, College Social Media outlets and text messages via the SendWordNow system.
- During extreme hazardous conditions, we encourage you to stay home and not drive. However, if you must drive please drive defensively and give pedestrians the right of way. If you are immobilized on a roadway due to the weather conditions or from an accident, call 911, and consider that it is often a safer option to stay inside the vehicle than to try to exit it.
- Personnel traveling around campus by foot, bicycle, or e-bike that are in distress should contact Public Safety Headquarters (201-447-9200) or dial 911.

If an order to shelter in place is given, consider the following:

- If indoors, distance yourself from glass windows, shelving and other heavy equipment, and seek refuge within doorways or under desks/tables.
- If outdoors, distance yourself from large trees and utility poles that may be energized and take refuge within the nearest building.

During expected or actual hazardous or extreme weather conditions, the College encourages all students, faculty, staff, and visitors to consider these guidelines and to use their discretion and good judgement in prioritizing their safety. This includes staying informed by monitoring and following local forecasts and warnings, preparing for potential disruptions, making responsible choices, and listening to and following the instructions and/or evacuation orders of local officials and authorities.

Environmental Emergencies

Chemical Spill

Spills of common chemicals less than 1 Liter in volume, are mitigated by department personnel trained and knowledgeable with the use of the chemical. However, any chemical spill beyond the capabilities of trained users or other internal response providers is classified as an “emergency spill.”

1. Any emergency spill of a hazardous chemical or radioactive material should be reported to Public Safety Headquarters, and secondarily to the relevant Department Chair.
2. When reporting, be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel. Public Safety must contact the appropriate Department for spills of radioisotopes.
3. If possible, vacate the affected area immediately, and seal off the area to prevent further contamination until Public Safety personnel arrive.
4. Individuals contaminated by the spill should avoid contact with others, remain in the vicinity, and identify themselves with Public Safety personnel. Required first aid and cleanup by specialized authorities should commence immediately.
5. If the nature of the spill threatens other building occupants (fire conditions, toxic/acrid vapors or fumes), activate the building alarm to signal an evacuation, walk quickly to the nearest marked exit, and proceed to the designated evacuation assembly point (see page 9). If located on a floor other than the first floor use a stairway nearest an exit and do not use an elevator.

Natural Gas Leak

Natural gas is a staple of the heating/hot water systems of many buildings. Most gas “odors” external to buildings are nothing more than normal process. However, please be aware of the following:

- If you detect strong natural gas odors in an outdoor location, and/or can hear a hissing sound accompanying the odor, immediately proceed to the nearest non-affected building and call the Public Safety Department. Alert any passers-by to stay clear of the affected area.
- If you detect strong natural gas odors in an indoor location and cannot determine the source, immediately vacate the room/space, close any doors behind you, and call the Public Safety Department.
- If you detect strong natural gas odors in an indoor science laboratory, immediately vacate the lab, turn off the gas shut-off valve on your way out the lab door if possible without putting yourself in harm’s way, and call Public Safety.

Other Environmental Releases

Internal Releases

There are many different types of environmental internal releases which could cause harm. Common examples include the following: fire suppression systems that use inert gas, compressed gas, or flammable propane gas. The level of threat posed to human health and the environment is largely based upon the type of chemical, location, and equipment-specific criteria that determine the appropriate response and mitigation efforts. Keep the following general rules in mind:

- Bergen Community College employees should have a general awareness of where systems and equipment with potential for environmental internal releases are located. Many of these systems have signage and warning signs indicating their location, as well as alarm systems that indicate system use, release, or failure.
- When these systems are not otherwise protected by alarms systems, the following observational criteria are usually indicative of a problem:
 - Smell - fuel/acrid odors.
 - Sound - hissing sounds arising from cylinder/tank locations.
 - Visual - accumulation of ice around cylinder/tank valves.

If there is an indication of an actual or potential environmental release, immediately evacuate affected building spaces and notify the Public Safety Department.

External Releases

In the event of an external, airborne hazardous material release, such as a chemical dispersion occurring on or near campus, a shelter-in-place could occur which depends upon the type of chemical, the size of the plume, and the wind conditions. In this instance, the Public Safety Department and the Facilities Department will employ the following procedures which may require your assistance:

1. Shut and lock all windows and doors.
2. Seal any windows, doors, and vents with plastic sheeting and/or duct tape if available.
3. If possible, firmly pack damp towels along the bottom of each door.

Medical Emergencies

College students and employees should continuously make themselves aware of the safety equipment around them. Please note the locations of eye wash stations, emergency showers, automated external defibrillators (AEDs), and first aid kits in your area. We encourage you to follow these basic instructions of “Check, Call, Care” regimen as follows:

- **Check** - If a student or employee is injured, unconscious, or otherwise exhibits symptoms of an injury that requires immediate medical attention, check the scene to ensure the environment poses no additional risk to you, the injured person, or someone else. Unless the environment poses an immediate threat to the injured person (i.e. a building fire), do not move them from the scene. Quickly obtain information relative to the nature and extent of the injury.
- **Call** - Once you have assessed the scene and injured person, call the Public Safety Department (201-447-9200 or “6” from a House Phone), or if dealing with a severe injury, dial 911. Be sure to convey information related to the nature and extent of the injury and do your best to answer any questions the dispatcher may have.

- **Care** - Once you have assessed the scene and notified Public Safety, assist with first aid or triage to the best of your ability without putting the injured person or yourself in jeopardy.

Please note, the Nurse's Office is located on the first floor of the Pitkin Building in HS-100 at the Paramus campus and can be contacted by pressing "2" from any College house phone. College members at the Hackensack and Lyndhurst campuses who require medical attention or assistance should contact Public Safety if the injury or medical condition is not serious or call 911 if serious and requires immediate medical attention.

Outbreaks of Infections/Communicable Diseases

Emergency actions regarding infectious or communicable disease rely on prevention, identification, and containment/control strategies.

Prevention

- Basic hygiene measures such as frequent hand washing, or use of an alcohol-based hand gel should always be practiced.
- If you are sick, minimize your contact with others.
- If you exhibit signs of respiratory infection, practice cough etiquette by covering your mouth and nose when coughing or sneezing and using tissues to contain respiratory secretions followed by tissue disposal in a waste basket and hand washing. Using a mask is also encouraged.

Identification

Employees and students who are sick should seek diagnosis and treatment through their medical health care provider. Any immediately threatening health condition should be reported to the Public Safety Department or the College Nurse.

Containment and Control

Outbreaks of acute infectious/communicable diseases will be assessed by the College Nurse in the Department of Health Services, in accordance with county, state and federal health guidelines. Multiple containment/control strategies will be followed:

- Actions involving sick/symptomatic people include isolation, ambulatory transportation to a local hospital, and disease reporting through public health authorities.
- Actions involving those who have been in contact with sick/symptomatic people include isolation and ambulatory transportation, as needed.
- Actions involving the College community include information sharing as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring, additional cleaning and disinfection of public spaces, and other actions as needed.

Outbreaks of less acute infectious/communicable diseases (i.e. Influenza) will principally be managed in accordance with county, state, and federal health guidelines.

Fire or Smoke Conditions

If a fire or smoke condition is discovered, the following procedure should be followed:

1. Prepare to evacuate affected spaces. Locate your nearest exit, and head towards the Assembly Point (see page 13). Do not try to gather personal belongings. If feasible, rescue and/or alert anyone in your immediate area that there is smoke or fire. If located on a floor other than the first floor, use the staircase nearest the exit and do not use an elevator.
2. Whenever possible, manually activate a fire alarm pull station, and notify Public Safety using your cellphone or dial 911.
3. Once you arrive at the Assembly Point, await further instructions from the Public Safety Department who will be working with the Fire Department for further investigation and eventual clearance to return to the building.

Law Enforcement Emergencies

There are several law enforcement emergency situations or incidents that could occur on campus, however, for the purposes of this Plan, we have categorized the most concerning as follows:

Suspicious Behavior

The key to threat reduction is to recognize suspicious behavior or individuals on campus. Be vigilant of people engaging in any of the following:

- Going door to door, or office to office.
- Entering private offices or secured areas unescorted.
- Offering items for sale inside buildings.
- Asking for money or other goods.
- Leaving or abandoning suspicious packages or bags unattended, especially in high-traffic areas.
- Taking photographs of buildings and/or restricted areas, entrances, or exits.
- Attempting to enter a car without a key or key fob.
- Individuals wearing heavy apparel and/or hooded clothing in hot/humid weather.
- Individuals asking unusual and probing questions about campus security personnel and procedures.
- Concealing objects in a way that suggests the individual is hiding something.

If you see someone engaging in any of these types of behaviors, immediately notify Public Safety to report the incident, and provide the following information:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Current location of the person if known.
- Your current location.

Suspicious Letter/Package

Receiving suspicious packages is rare, but personnel tasked with handling packages should be aware of warning signs.

Characteristics of Suspicious Mail:

- No return address
- Restrictive Markings such as "Personal" or "Special Delivery"
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Wrong title with name
- Wire protruding from package or letter
- Strange odor or noise
- Oily stains, discolorations or crystallization on wrapper
- Excessive tape or string

If you receive a suspicious letter or package on campus and it is unopened:

- Do not shake or empty the contents of the letter or package.
- Place the letter or package in some type of container to prevent leakage.
- Leave the room or area and prevent others from accessing.
- Immediately wash your hands with soap and water.
- Call Public Safety

If you open a letter or package and a suspicious substance falls out:

- Cover the spilled materials without trying to clean it up.
- Leave the room or area and prevent others from accessing.
- Immediately wash your hands with soap and water - if any clothing has become contaminated, remove it without brushing any materials off your clothing.
- Call Public Safety

If the suspicious package appears to be an immediate threat to you and other building occupants, or if you are instructed to do so, activate the building alarm to signal that an emergency exists and evacuate the building/premises

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **do not handle the object in any way**. Employees or students are requested to make a cursory inspection of their area and report the location to Public Safety. Again, **do not touch any suspicious objects**. Do not open drawers, cabinets, or turn any lights off. Public Safety will conduct an initial investigation with members of the Bergen County Sheriff's Office to assess the object and the area.

Any person receiving a phone call bomb threat should try to simultaneously contact Public Safety or 911, record the conversation if feasible, and ask the caller questions including the following:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What time is it at your location?
- Are you upset about something in particular?
- How old are you?
- Did you ever attend Bergen Community College?
- What name can I call you?
- What is the background noise behind you?

Please take notes of any answers given by the caller and understand that as important as these answers may be, it is equally important to keep the caller on the line as long as possible. County bomb experts will conduct a threat assessment. Evidence and corroboration are the key to the response of a bomb threat. It may seem counter-intuitive at the time, but the Bergen County Bomb Squad may instruct the College community to remain inside the building during the threat because they have information that the call is a "swatting" event, and therefore, not credible. Additionally, law enforcement experts have concluded that sometimes the goal of the caller may be to observe a mass gathering outside of a facility once the threat is called in, and in that case, law enforcement may order a Shelter in Place for further investigation. Therefore, without evidence or corroboration about the threat, Bergen students, faculty and staff may be requested to remain indoors. Regardless of the specifics, a detailed search will be conducted, and in most cases, the building inspection will include specially trained bomb K-9 dogs.

If the bomb threat has even the slightest chance or evidence of credibility, Public Safety will begin directing and assisting college members to the nearest marked exit, and onto the assembly points until expert authorities give clearance. Building alarm systems **should not be manually activated** during bomb threat situations, unless done by someone in authority.

Active Shooter/Hostile Intruder on Campus

If you witness or are otherwise directly involved in an active shooter/hostile intruder incident and your life is in imminent danger, take the following actions:

RUN, HIDE, FIGHT

- **Run** away from the threat if you can, as fast as you can, and never run in a straight line. Do not stop to gather personal belongings. Warn others but do not wait for them. Dial 911 when it is safe to do so and provide whatever details you can to the dispatcher.
- **Hide** if running is not possible, find a secure location/room and lock the door behind you; block or otherwise obstruct the door if it is not lockable. Turn off lights and eliminate sources of sound including cell phones.
- **Fight** as a last resort to save your life if you cannot run or hide. Use any available means within reach that can be used as a weapon (i.e. a heavy object, a sharp object) and position yourself for attack if your door is breached or space is violated.

Do not arbitrarily activate a building alarm to evacuate the building unless directed to do so by Public Safety or another authority as this may alert the intruder(s) of pending response activities. Once the police arrive, obey all commands. This may involve being required to put your hands in the air. This is done for safety reasons, and once the police evaluate the circumstances, they will give you further directions to follow.

Emotional Crisis Emergency

The College is staffed with licensed mental health professionals that serve the College community with support in a confidential setting. Anyone in need of mental health counseling is encouraged to make an appointment by visiting HS-100 on the first floor of the Pitkin Education Center; or call 201-447-9257; or dial “2” from any College house phone. The Public Safety Department also respects the confidentiality and privacy of our students, faculty, and staff, and therefore, are prepared to support those in crisis at any time.

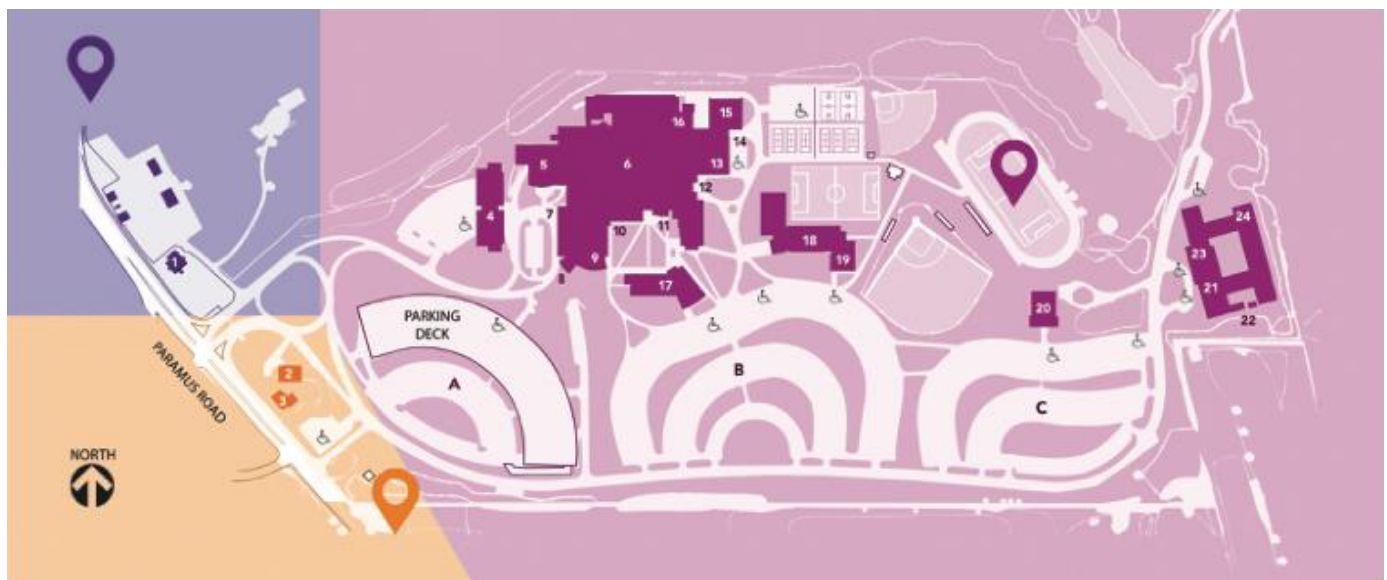
If you come across an individual that you believe poses a threat to themselves or others, please report the circumstances to Public Safety staff or Bergen County Sheriff’s Officers assigned to our campuses immediately. If it appears to you that an individual is in severe crisis and expresses an intention to commit suicide or another violent act, dial 911, and provide the dispatcher with as many details as possible.

This Emergency Action Plan serves as a vital guide for ensuring the safety and well-being of Bergen’s students, employees, and visitors and continuity of operations during unforeseen circumstances. Its effectiveness relies on the commitment and collaboration of every individual within the College community. We encourage you to familiarize yourselves with this plan, participate in drills, and actively contribute to its ongoing improvement. Bergen’s unwavering commitment to safety and security requires continuous review and refinement of these procedures to ensure we are always prepared to respond swiftly and effectively to any emergency or crisis scenario.

Assembly Points for Emergency Evacuations

Following emergency evacuations, your designated place of shelter is the primary assembly point. Proceed to your assembly point upon exiting the building and follow the instructions of law enforcement and public safety officers. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Building	Assembly Point
Pitkin Education Center	Track/Soccer Field
Technology Building	Track/Soccer Field
Health Professions Integrated Teaching Center	Track/Soccer Field
R. Neil Ender Hall	Track/Soccer Field
Buehler Challenger & Science Center	Track/Soccer Field
Cicccone Theater	Track/Soccer Field
West Hall	Track/Soccer Field
Grounds Maintenance Buildings	Orchard Hills Golf Course
Evergreen Hall	Orchard Hills Golf Course
Scoskie Hall	Paramus Golf and Country Club
Suzanne M. Helff Veterinary Technology Building	Paramus Golf and Country Club



Evacuation Points



Orchard Hills Golf Course Clubhouse



Behind Pump House



Soccer Field

Building	Assembly Point
Philip Ciarco Jr. Learning Center	Municipal Lot located on State Street between Berry and Clay Street

Building	Assembly Point
Bergen at the Meadowlands	Rear Parking Lot

Emergency Phone Numbers

PUBLIC SAFETY HEADQUARTERS at PARAMUS CAMPUS

Pitkin Education Center Room L-154

201-447-9200; or dial "6" from any College house phone

PUBLIC SAFETY HEADQUARTERS at MEADOWLANDS LYNDHURST CAMPUS

Ground Floor Room 101

201-301-1267; or dial "6" from any College house phone

PUBLIC SAFETY HEADQUARTERS at HACKENSACK CAMPUS CIARCO LEARNING CENTER

Ground Floor Room 135

201-301-9700; or dial "6" from any College house phone

BERGEN COUNTY SHERIFF'S DEPARTMENT MAIN NUMBER

201-336-3500

BERGEN COUNTY SHERIFF'S DEPARTMENT at PARAMUS CAMPUS

Pitkin Education Center Room A-114

201-689-7607

BERGEN COUNTY PROSECUTOR'S OFFICE

201-226-5500

PARAMUS POLICE DEPARTMENT

201-262-3400

LYNDHURST POLICE DEPARTMENT

201-939-2900

HACKENSACK POLICE DEPARTMENT

201-646-7777

BERGEN COMMUNITY COLLEGE NURSE

Pitkin Education Center Room HS-100

201-447-9257; or dial "2" from any College house phone