

Emergency HANDBOOK



DEPARTMENT OF PUBLIC SAFETY

MISSION STATEMENT

Protecting you represents the first priority of the public safety team at Bergen Community College. To achieve this mission, we must work in the spirit of inclusivity - especially with the unprecedented challenges of the pandemic. We sincerely appreciate your cooperation as we work together in returning our campus operations to full strength. In that regard, we continue to strengthen our partnerships with local law enforcement agencies, fire departments and emergency services teams in order to offer a comprehensive umbrella of safety and security. We believe this multidisciplinary, integrative approach remains the most efficient model to keep our students, faculty and staff safe and secure. On a 24/7/365 basis, we want to support you and help you understand the College's rules and regulations. Communication is key! Please feel free to contact us regarding a lost item, an injury, student identification cards, motor vehicle questions or any type of safety or security issue you may experience. We encourage you to bring concerns forward so that we can help remedy the situation. It's also important to note that we will not tolerate any form of bullying or harassment at our College. If you are a victim or a witness to this type of behavior, or have any other concerns you'd like to share with us, please visit the public safety office in L-154 of the Pitkin Education Center at the main campus, call our main number at (201) 447-9200, call "6" from any campus phone or even call our confidential tip-line at (201) 689-7070. Public safety uses Bergen.edu as a primary method to relay information and data. We believe that full transparency in our policies, procedures and statistics helps foster a healthy understanding of public safety in our College environment. In the portal, you can familiarize yourself with the Annual Security Report, the Emergency Handbook and weather updates. As public safety, please understand that we care and we are here to support you throughout the semester.

CONTACT INFORMATION

For any Emergency dial 9-1-1

Bergen Community College Public Safety Department – Dial ‘6’ from any college phone or call (201) 447-9200

Bergen County’s Sheriff’s Department – (201) 646-2700

Paramus Police Department – (201) 262-3400

Hackensack Police Department – (201) 646-7777

Lyndhurst Police Department – (201) 939-2900

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.

Public Safety Headquarters is located at L154 on the first floor of the Pitkin Education Center. The Bergen County Sheriff’s Department is located at A114 on the first floor of the Pitkin Education Center.

Immediate Notification

In the event of a confirmed immediate or imminent threat to the health and safety of the Bergen Community College community (i.e. active shooter, winter storm, hazardous material spill, etc.), an IMMEDIATE NOTIFICATION shall be made.

The IMMEDIATE NOTIFICATION will be made to the Bergen Community College community via the College’s Emergency Notification System (see below link) which includes text messages, email alerts, messaging on College website, recorded messages on cell/home phones, and potentially with the College’s internal IPcelerate system which broadcasts over College office phones and in classrooms.

The Associate Vice President of Public Safety and Security, 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.

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 my.Bergen.edu email – “opting in” is necessary.

Go to www.bergen.edu/swn and Click **Register for BCC Emergency Alerts**

Timely Warnings – Clery Act

In the event that a situation arises on-or-off campus, that, in the judgment of the Vice President of Public Safety and Security 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 website www.bergen.edu.

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).
- Immediately notify Public Safety or the Bergen County Sheriff's Department.
- The affected building(s) may be evacuated for further investigation and clearance.

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 or call 9-1-1 in the event of an emergency.***
- Do not reenter the building(s) until the fire department has determined it is safe.

Hazardous material management

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

- ***Notify Public Safety or the Bergen County Sheriff's Department immediately or call 9-1-1 in the event of an emergency.***
- Restrict access to the affected area.
- In case of evacuation, move upwind from the affected area.

Police emergency

In the event of a police emergency, such as:

- Assault, robbery or burglary
- Sexual assault or domestic violence
- Kidnapping or abduction
- Suicidal individual
- Active shooter or other violent action
- Weapon possession
- Bomb threat or suspicious item
- ***Notify Public Safety or the Bergen County Sheriff's Department immediately or call 9-1-1 in the event of an emergency.***

How to Respond When an Active Shooter is in Your Vicinity

1. **Run**
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
2. **Hide**
 - 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. **Fight**
 - 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's 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 or call 9-11.***
- Render first aid, if trained to do so, until emergency personnel arrive on the scene.

NEED TO REPORT AN INCIDENT?

See something. Say Something.
Report all incidents using our online form.



**Bergen Community College
Department of Public Safety**

400 Paramus Road, Paramus, NJ 07652

201-447-9200