



ESSEX COUNTY COLLEGE  
303 UNIVERSITY AVE.  
NEWARK, NJ 07102



# EMERGENCY OPERATIONS PLAN

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President

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**Essex County College**  
**Emergency Operations Plan**

**Updated June 2017**

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## **Section 1**

### **Health Emergencies**

- I. **Reporting** - All health incidents on either campus must be immediately reported by telephone, or other appropriate means, to the Department of Campus Police/Security (herein referred to as "Security") (973) 877-3312/3135.
  - A. Security will maintain a log of all such reports, which will be publicly accessible, upon request.
  - B. Security will be responsible for evaluation of the report for the appropriate follow-up, to include informing the Office of the Executive Director of the Division of Administrative Services, the Office of the President and other administrative offices, as deemed necessary and appropriate.
  - C. The primary source of emergency health care at the Newark campus is the University of Medicine and Dentistry of New Jersey (UMDNJ), with which the college has a long-standing and tested relationship. UMDNJ has a state-of-the-art emergency room/trauma center, is a state-approved mental health screening center, and its University Behavioral Healthcare Center is renowned for its psychiatric outpatient treatment operations. Police/Security at the West Essex Campus will make a determination regarding which kind of health care is needed (i.e., physical or mental), and will refer accordingly.
- II. **Emergency Notification** -The proper government authorities will be notified by the Director of Public Safety with respect to the nature of particular emergencies which may affect the College population or surrounding communities. These will include, but not be limited to, fire, riot and/or environmental hazards.
- III. **Transportation** - Security will make a determination as to when, how and where to transport the victim. Security will secure said transportation. Individuals will be transported to a medical facility or other location designated by the Director of Public Safety. (In the absence of an Office of Health Services, those Police/Security personnel with advanced training in first aid will make determinations in close contact with the Office of the Executive Director-Administrative Services.)

#### IV. **Individuals in Need of Assistance**

- A. The Newark Campus
  - 1. To obtain help for a person in an emergency situation, immediately telephone the Department of Campus Police/Security at extension 3312/3135.
  - 2. If there is no telephone available or use of a telephone is impracticable, dispatch someone to get the nearest Security Officer.
  - 3. Security will dispatch at least one officer to the emergency site to aid until senior Security personnel arrive.

4. The Director of Public Safety will proceed to the site after being informed of the following circumstances:
  - a) Any episode of convulsion, unconsciousness, accidents or other conditions where movement of the individual may be hazardous such as complaints of chest pains, head, neck, or back injury;
  - b) Episodes of disruptive behavior; and/or
  - c) Where emergency health care may be warranted.
5. When treatment occurs at the site, Security will clear the area of all persons not directly involved in the subject's care.
6. Security will make the necessary arrangements in order to secure emergency transportation for the sick or injured individual, as deemed necessary.
7. If a student or employee is injured or ill, but does not require emergency transportation and is unable to provide for his/her own transportation, Security will make a determination regarding reasonable transportation accommodations.

#### B. Child Development Center

1. The Director of the Child Development Center will immediately notify the parent or legal guardian of any child who is ill or injured. In such instances, both the Executive Director of the Division of Administrative Services and the Director of Public Safety will also be apprised of the situation immediately.

#### C. West Essex Campus

1. To obtain help for a person in an emergency situation, immediately telephone Police/Security.
2. If there is no telephone available or use of a telephone is impracticable, dispatch someone to get the nearest Security Officer.
3. Security will dispatch at least one officer to the emergency site. If a medical emergency exists, the officer, in concert with the Associate Dean of the West Essex Campus, will evaluate the situation and obtain the appropriate medical assistance and/or transport the subject to a designated health care facility.
4. The Director of Public Safety will proceed to the site or designated area after being informed of the following circumstances:
  - a) Any episode of convulsion, unconsciousness, accidents or other conditions where movement of the individual may be hazardous such as complaints of chest pains, head, neck, or back injury;
  - b) Episodes of disruptive behavior; and/or
  - c) Where emergency health care may be warranted.

5. When treatment occurs at the site, Security will clear the area of all persons not directly involved in the subject's care.
6. If a student or employee is injured or ill, but does not require emergency transportation and is unable to provide for his/her own transportation, Security will make a determination regarding reasonable transportation accommodations.

V. Disruptive Behavior Emergencies

- A. When an individual is disrupting an office or classroom situation and does not respond appropriately to the person in charge of the area, this may be a psychiatric emergency in which someone's life and/or well-being is in imminent danger or it may merely be an exhibition of extremely disruptive behavior. Misuse of drugs or alcohol may be underlying factors.
  1. Security will be notified immediately and be advised of the nature of the emergency.
  2. Security will clear the area, establish privacy for the person.
  3. Security will evaluate the seriousness of the situation upon their arrival on the scene and determine the options available for assisting the person in need.

## **Section 2**

### **Emergency Evacuations**



## **I. FIRE EMERGENCY AND EVACUATION**

- A. When a fire alarm is activated, the dispatcher will immediately determine the location of the alarm and dispatch a Police Officer or a Security Guard and supervisor to investigate and report the conditions.
- B. If the alarm is caused by a small fire, Security personnel will locate a fire extinguisher and extinguish the fire.
- C. If the alarm is a false alarm, the alarm will be silenced and an announcement to disregard the alarm will be made on the public address system.
- D. If there is a need to evacuate any of the College's structures, or portions thereof, that decision will be made by the President, Executive Director of the Division of Administrative Services and/or the Director of Public Safety.
- E. In the event of an evacuation due to fire, the elevators will automatically be disabled. Security personnel will be dispatched to the designated area to assist with the evacuation and direct evacuees to the nearest exit or stairway.
- F. The dispatcher will check the roster of differently abled persons maintained at security headquarters and dispatch security guards to their locations to give assistance.
- G. A Police Officer will be dispatched to the Bursar's Office to assist until all monies are secured.
- H. The public address system will be utilized to give directions and urge the evacuees to remain calm and not to run.
- I. Evacuees will be directed to assemble on the opposite sides of the streets from the College to avoid interference with firefighting and rescue efforts.
- J. In the event of inclement weather, evacuees will be directed to the Essex County Court House, Essex County Vocational High School, or the Physical Education Building, if that structure is not in danger.
- K. Faculty should take attendance at the beginning of each class so that all persons may be accounted for after an evacuation. The instructor should evacuate the class and bring the roster to account for all students. It is preferable that doors are closed, but not locked, as classrooms are evacuated and the instructor ensures that the classroom is empty. The instructor should regroup the class at the evacuation site. Any student(s) unaccounted for should be reported to security.
- L. Except in inclement weather, the following locations will be the assembly points after evacuation for students and employees:

<b>Mega Structure 1st Level</b>	<b>Primary evacuation site</b>	<b>Alternate evacuation site</b>
Red Area	Parking Lot C	Center for Technology
Book Store	Parking Lot C	Center for Technology
Facilities Offices	Parking Lot C	Center for Technology
Graphics	Parking Lot C	Center for Technology
Print Shop	Parking Lot C	Center for Technology
Mailroom	Parking Lot C	Center for Technology
<b>Mega Structure 2<sup>nd</sup> Level</b>	<b>Primary evacuation site</b>	<b>Alternate evacuation site</b>
Blue Area	Parking Lot A	Center for Technology
Cafeteria	W. Market St. G-Lot	Dasher Student Center
Red Area Classrooms	Parking Lot A	Center for Technology
Music Department	Courtyard near C.F.T	Center for Technology
Mary Burch Theatre	Courtyard near C.F.T.	Center for Technology
J. Harry Smith Lect. Hall	Courtyard near student Ctr.	Dasher Student Center
Morton Siegler Lect. Hall	Courtyard near Student Ctr.	Dasher Student Center
Security Office	Courtyard near Student Ctr.	Dasher Student Center
<b>Mega Structure 3<sup>rd</sup> Level</b>	<b>Primary Evacuation Site</b>	<b>Alternate Evacuation Site</b>
Library	MLK Blvd.	Physical Education Building
Micro Film	MLK Blvd.	Physical Education Building
Computer Labs	Fire exit near blue elevator To MLK Blvd.	Physical Education Building
Biology Labs	Fire exit near blue elevator To MLK Blvd.	Physical Education Building
3 <sup>rd</sup> . Level Yellow Area	W. Market St. near Physical Education Building	Physical Education Building
3 <sup>rd</sup> . Level Green Area	Parking Lot B	Physical Education Building
<b>Mega Structure 4<sup>th</sup> Level</b>	<b>Primary Evacuation Site</b>	<b>Alternate Evacuation Site</b>
Training Inc.	W. Market St. near Dasher	Dasher Student Center
Multi- Purpose room	W. Market St near Dasher	Dasher Student Center
Library Class Rooms	W. Market St near Dasher	Dasher Student Center
Information Technology	Rear fire exit to Parking Lot A	Center for Technology
Bursar	Down stairs to 3rd level exit near micro film rm.to MLK Blvd	Dasher Student Center
Student Success Center	Down stairs to 3rd level exit near green. & yellow areas To W. Market St.	Physical Education Building
Enrollment services	Down stairs to 3rd level exit near micro film rm. to MLK Blvd	Physical Education Building
Yellow Classrooms	Down stairs to 3rd level exit near green & yellow areas to W. Market St.	Physical Education Building
Computer Labs	Fire exit door near room 4103 to Parking Lot A	Physical Education Building

<b>5<sup>th</sup> Level Mega Structure</b>	<b>Primary Evacuation Site</b>	<b>Alternate Evacuation site</b>
Entire 5 <sup>th</sup> . Floor	Down stairs near Rm.5101 to 2 <sup>nd</sup> level to W Market St near Parking Lot-G	Dasher Student Center
<b>6<sup>th</sup> Level Mega Structure</b>	<b>Primary- Evacuation Site</b>	<b>Alternate evacuation site</b>
Entire 6 <sup>th</sup> Floor	Down stairs near Rm. 6101 to 2 <sup>nd</sup> level to W. Market St near Parking Lot-G	Dasher Student Center
<b>Center for Technology</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
1 <sup>st</sup> Floor - exit via nearest fire exit	Parking Lot-C	University Avenue
2 <sup>nd</sup> Floor-exit via fire exit door	Parking Lot-C	University Avenue
<b>Dasher Student Center</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
1 <sup>st</sup> Level - exit via fire exit door leading to parking Lot-G	Parking Lot G	MLK Blvd.
2 <sup>nd</sup> . Level - exit via nearest exit door	Parking Lot-G	MLK Blvd.
<b>Child Development Center</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
Front Classrooms exit via front door near dance studio.	Yellow & Green Areas	W. Market Street near Physical Education Building
Rear Classrooms exit via rear fire exit door.	Yellow & Green Areas	W. Market Street near Physical Education Building
<b>Physical Education Building</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
Main Level- exit via Market Street door.	West Market Street	Parking Lot D
1 <sup>st</sup> Level exit via door near dance studio.	West Market Street	Parking Lot D
<b>West Essex Campus</b>	<b>Primary Assembly Point</b>	<b>Alternate Assembly Point</b>
West-facing exit onto driveway	Lower level parking area	West Caldwell Town Hall

South-facing exit into main parking area	Lower level parking area	West Caldwell Town Hall
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## M. Special Procedures for the Differently Abled

1. Persons who are blind, highly obese, confined to a wheelchair, and crutch or cane users, are subject to injury or entrapment in the building and require special procedures for quick and safe evacuation.
  - a. Blindness or Visual Impairment:
    1. Give verbal instructions about the safest route. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
  - b. Deafness or Hearing Loss:
    1. Get attention of the person by touch or eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions about the safest route.
  - c. Mobility Impairment
    1. It may be necessary to help clear the exit route of debris, if possible to the person with a disability can move to a safer area. If a person with mobility impairment cannot exit, they should move to a safer area, such as an enclosed stairwell or an office with a shut door which is a good distance from the hazard. Notify Police or Fire personnel immediately about any people remaining in the building and their locations
2. At the Newark Campus, designated personnel will be assigned to operate the two Market Street elevators (if safe) for the sole purpose of transporting sick, injured, and differently abled persons to the ground level. Periodic checks of each floor will be conducted in the vicinity of the elevators for differently abled persons. From that point, Security will escort them to safety.
3. Differently abled persons who are not located near the main elevators should proceed to the closest stairway and wait for Security assistance.
4. Faculty, staff and administrators who encounter differently abled persons should lead them to a stairway or notify the nearest security person that there is a differently abled person seeking evacuation assistance.
5. West Essex administrators will follow the same procedures in assisting differently abled persons to exit the building and seek haven in safe accommodations, at the nearby West Caldwell Municipal complex.

## N. Restrictions on Telephone Use

1. No person or department should telephone Security requesting information as to the nature or validity of the emergency. The Security Office functions as an emergency control center and it is important that telephone lines remain open to effect necessary Police Department communication in dealing with the emergency.
2. The public address system will supply directions and information in coordinating an orderly evacuation.

## O. EVACUATION DO'S AND DON'T'S

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. with you if at all possible; it may be hours before you are allowed back in the building.
- If you have time, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated evacuation meeting point.
- Wait for instructions from emergency personnel.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency personnel.

## II. HAZARDOUS OR TOXIC MATERIAL SPILL

- A. Evacuate area immediately. Notify the Director of Public Safety and evaluate the need for further evacuations
- B. Notify Facilities to shut down the ventilation system
- C. Confine spill. If possible, prevent hazardous spill from entering drain system
- D. Security will notify the Newark Fire Department HAZ-MAT Unit and Emergency Medical Services
- E. Be guided by the HAZ-MAT Unit as to agencies to contact for further testing and cleanup
- F. If total evacuation is necessary, the Fire Alarm will be activated and the Fire Emergency Evacuation Plan will be implemented.

## III. BOMB THREATS

- A. The Director of Public Safety will notify the President and the Executive Director of the Division of Administrative Services immediately upon receiving any bomb threat. The President and the Executive Director of the Division of Administrative Services will be apprised of the exact nature of the threat, the results of the evaluation of the threat, and the course of action to be taken.
- B. The Director of Public Safety will notify the Essex County Sheriff's Department Bomb Squad.
- C. If an evacuation is deemed necessary, the procedure outlined in the Fire Emergency Evacuation Plan will be implemented.
- D. If an evacuation is deemed necessary, a search shall be conducted by the Bomb Squad.

## IV. HOSTAGE OR BARRICADED PERSONS

The Director of Public Safety will:

- A. Secure the area
- B. Determine the facts
- C. Identify those persons involved
- D. Establish communications
- E. Determine if there are any injuries

- F. Determine if weapons are involved
- G. Determine the reason or demands of the hostage taker or barricaded person
- H. Determine if local authorities are required to assist in successfully ending the situation
- I. Continue communications and negotiations until hostages are released and the hostage taker or barricaded person is taken into custody

## V. CONTAINMENT

- A. In all emergency situations the first members of the Campus Police/Security Department on the scene shall immediately report the conditions to the dispatcher. In the case of all emergencies the first responders' primary concerns should be the preservation of life and property by way of containment. In cases of fire or other emergencies containment should be accomplished by the following:
  - 1. Notifying the Newark or West Caldwell Fire Departments immediately
  - 2. Utilizing fire extinguishers to suppress small fires
  - 3. Sealing off impacted area(s) to prevent further spread of fire or contamination
  - 4. Removing flammable materials, combustibles or other potentially hazardous materials from the affected area whenever possible

## **Section 3**

### **Clery Act Guidelines**



# **CLERY ACT GUIDELINES**

## **I. MAINTAIN FULL COMPLIANCE**

It is and has been for many years the policy of Essex County College to conform to the federal law known as "The Clery Act." College officials understand the seriousness of the law's provisions with regard to student and employee safety and act accordingly.

## **II. PUBLIC DISCLOSURE**

Through student orientation, employee orientation and via the College's web-site, individuals are apprised of The Clery Act and its purpose. They are also apprised of the location of the Police/Security Office and the availability of Security personnel to explain safety and security procedures. Anyone with knowledge of criminal activity is encouraged to report it to either the nearest Security Officer (if in progress) or to the Police/Security Office.

## **III. RECORDS COLLECTION AND RETENTION**

Essex County College maintains records of all crimes that have been reported and maintains a daily crime log open for public inspection. An annual report is submitted to the United States Department of Education, as required.

## **IV. INFORMATION DISSEMINATION**

- A. Heretofore, the College has published data relating to Clery Act categories on-line. As of late 2007, all students have e-mail accounts. Information regarding Clery Act provisions, crimes that may be of a serial nature, and other essential updates are disseminated through e-mail. Those relatively few employees who do not have e-mail receive written updates.
- B. The College remains vigilant about identifying registered sex offenders and has acted proactively to prohibit the employment/registration of persons who are deemed to be dangerous to the College community.
- C. It has been and remains College policy to provide students and employees with timely warnings about threats to their health and safety. The advent of student e-mail has made dissemination of warnings much easier, although it will still be the practice for faculty to make announcements to students and for administrators to apprise those they advise in staff meetings and one-on-one.

## **Section 4**

### **Information Technology**

# **ECC INFORMATION TECHNOLOGY SECURITY PRACTICES**

## **I. DATA BACKUPS**

- On a monthly basis, the Essex County College Information Technology Department (IT) sends a full system backup to the Essex County College Police Academy located in Cedar Grove, New Jersey. Tapes containing the backed up data are stored in the Police Academy's armory.

## **II. PROTECTION OF PHYSICAL ASSETS**

- Fire protection for IT physical assets is realized through a Halon system.
- The server room is under 24 hour camera surveillance. Critical equipment is secured with sensors that alert the dispatcher in the event of any tampering. Additionally, the primary IT work area and all academic computer labs are equipped with cameras to record activity 24 hours per day.
- IT maintains a full inventory of all hardware and software managed by the department.

## **III. SERVER SECURITY**

- Critical servers are designed with built-in redundancy. The server on which ECC's Banner system resides contains multiple processors and a redundant power source. There is no single point of failure. IT has a service contract for this server with IBM. If any of the smaller servers (i.e. e-mail) go down, the service can be restored within an hour.
- In addition to locked doors, IT relies on an Intrusion Detection System, firewalls and check-in logs to secure critical assets.

The Intrusion Detection System extends security visibility into the network and monitors the activity of users while they are on the network. If network intrusion is detected, an e-mail alert is sent to the IT Director, Assistant Director and the network staff.

Check-in logs are log files that are viewed every couple of hours on a daily basis. The log files include a System log, an Application log, and a Security log. Collectively these logs track all network activity and flag any problems or issues of concern.

## ECC INFORMATION TECHNOLOGY SECURITY PRACTICES

### I. PROTOCOL FOR PASSWORDS/COMBINATION LOCKS

- The codes for the combination locks that grant access to the IT work area and network room are changed every two months.
- All system passwords are changed on the first of every month.
- All passwords to routers and switches are changed at the end of every month.
- Access to the server room is given to full time IT staff only. All part-timers and outside staff who require access to the server room must be escorted by an IT supervisor or designated full time staff member.
- An IT supervisor or full time staff member must be present at all times while part-timers or outside staff are occupying the server room.

#### IT Staff with Access Privileges to Server Room:

Name	Function
Mohamed Seddiki	Executive Dean & CIO
George Apwah	Technical Support Specialist
Mesfin Ayne	Programmer
Elizabeth Barkley	Director of IT Operations
Howard Bouie	Programmer
Aja 'Zena Chambers	Telephone Operator
Hung-Hsing Chang	System Administrator
Salah Dami	Assist. Director of Technical Services
Kishorchandra Desai	Operations Specialist
Juan Estrada	Assist. Director of Telecommunications
Abderrazak El Bouchikhi	Technical Support Specialist
Youssef Elmorsy	Technical Support Specialist
Abdelhanine Filali	Programmer
Abutaher Jabed	Programmer
Arios Jules	Network Engineer
Jeannette Lim	Project Analyst
Yelena Lyudmilova	Instructional Designer
Lourdes Medina	Clerk Typist
Sheila Reyes	Helpdesk Coordinator
Frederick Tambwe	IT Operations Assistant
Ahmed Ustarz	Network Administrator
Abubaker Yakubu	Technical Support Specialist
Sylvia Young	Technical Assistant

**IT Staff with Keys to the Academic Computer Labs:**

<b>Name</b>	<b>Function</b>
Mohamed Seddiki	Executive Dean & CIO
Elizabeth Barkley	Director of IT Operations
George Apwah	Technical Support Specialist
Abderrazak El Bouchikhi	Technical Support Specialist
Cesar Rodriguez	Technical Support Specialist
Abu Yakubu	Technical Support Specialist

**II. CHAIN OF COMMAND**

- In the event of a crisis after normal business hours, Security notifies the Executive Dean, CIO and Director of IT operations.
- If the Dean is not in, then the Director is notified.
- The Dean or Director will then call the core networking staff of Juan Estrada (Assistant Director of Telecommunications), Ahmed Ustarz (Network Administrator), Hung-Hsing Chang (System Administrator) and Salah Dami (Assistant Director of Technical Services).
- Juan, Ahmed, Hung-Hsing and Salah will assess the need for additional resources and make all required calls.
- With the exception of support staff, all IT full-time employees are on call 24 hours.

**III. NETWORK SECURITY AUDIT**

- IT has retained Summit Works Technologies Inc., to assess the security of the network. In response to the latest audit, several upgrades were introduced. Future audits will take place to ensure that IT remains current.

## **Section 5**

### **Biology/ Chemistry Safety and Security**

# BIOLOGY/CHEMISTRY SAFETY AND SECURITY PROCEDURES

## I. STOCKROOM AREA DESCRIPTION

- A. All chemicals and microbial agents used by the Division of Biology and Chemistry (BIO/CHEM) are stored in the Biology/Chemistry Stockroom on the third floor in the Blue Area (room 3106). Initial entry to the stockroom's main area is by one of three means:
  1. The door to room 3106 (stockroom)
  2. The door to room 3113 (the former Chemical Preparation room)
  3. The double doors next to room 3102
- B. The doors to rooms 3102 and 3113 are closed and locked 24 hours a day. The door to 3106 is only open when the lab is open and staffed by the stockroom personnel (M-F 8:30AM-9.00 PM).
- C. All live organisms are stored in lockable refrigerators in the stockroom's main area. Microbial growth media and powdered nutrient mixes that the microbes need for growth are located in locked cabinets in the stockroom's main area.
- D. Actively growing microbes are kept in an incubator located in the autoclave room behind the main desk. The autoclave room has a lockable door and can only be accessed by stockroom personnel or designated faculty.
- E. All BIO/CHEM faculty and stockroom personnel have knowledge of microbial handling techniques. All stockroom personnel and most of the BIO/CHEM faculty have solid expertise in the proper handling of microbial agents.
- F. Entry to the chemical storage area of the stockroom from any of the three access doors requires getting past a second locked door. In addition, the physics lab storage area, is separated from the chemical storage area of the stockroom by a seven-foot high fence.
  1. Chemicals are separated based on classification as per current OSHA and American Chemical Society (ACS) guidelines. Chemicals classified as hazardous are stored in locked safety cabinets in the hazardous chemicals room.
  2. The hazardous chemicals room has a locked access door and a "blow-away roof designed to give way in the event of an explosion and, thus, minimize internal damage to the building and its occupants.
  3. The safety cabinets are built to prevent build-up of gases in the cabinet and can partially contain spontaneous chemical explosions.
  4. All stockroom personnel and all BIO/CHEM faculty are knowledgeable of the proper handling of hazardous chemicals.

## **Section 6**

### **Mental Health Services**



## **Providing Mental Health Services To The Campus Community**

### **I. Ensure that campus counseling centers are adequately staffed and sufficiently funded.**

- A. **Staffing:** Essex County College provides students with counseling services through a centralized Counseling Center staffed by seven faculty ranked counselors, all of whom have obtained a Masters degree in counseling, social work, or a related field. Counselors are available at both the Main Campus and the West Essex Campus. In addition, the College employs Masters level teacher advisors at both the Main Campus and the West Essex Campus to work with students in special programs such as the Educational Opportunity Fund Program and programs run by the Department of Special Programs. The Counseling Center reports directly to the Director of Student Development & Counseling who is a New Jersey licensed professional counselor and is certified to provide supervision to licensed counselors. Services are provided Monday through Friday 8:30 am to 8:00 pm and Saturdays from 9:00am to 1:00pm. Essex County College's enrollment over the past two academic years has averaged between 9,500 and 11,000 students per semester. The student-to-counselor ratio meets the standards of the International Association of Counseling Services (IACS).
- B. **Funding:** The College receives funding from the State of New Jersey, County of Essex and student tuition to address mental health needs of the College community. Additional funding would be required to provide enhanced services.
- C. **Services:** The Counseling Center provides short-term counseling services to students by identifying issues preventing students from succeeding academically and acts as a referral source for continued counseling and therapy at screening and outpatient treatment centers, if appropriate. The Center provides information on common mental health issues through workshops and printed materials and offers services to students who are differently abled and have substance abuse issues. The Center also maintains a website with links to wellness and mental health information.
- D. **Professional Development:** Annually, teaching faculty and counselors are strongly encouraged to participate in professional development activities. For teaching faculty, professional training workshops are provided through the Professional Development Advisory Council. For counselors, professional development is provided via the New Jersey Community College Counselors Association, the New Jersey Association for Developmental Education, and the New Jersey Education Association. Counselors also participate in workshops of interest that are arranged on an individual basis. For the 2012- 2013 academic year, mental health or related training will be provided to the teaching faculty regarding the protocol on how to handle disruptive and at risk students.

### **II. Establish a Policies and Procedures Manual**

The College formed a committee to create a Policy and Procedures manual to inform the ECC about community how to respond to a variety of situations including but not limited to distressed, disruptive and potentially violent students.

The committee is comprised of the following campus departments:

- Counseling Center
- Student Life and Activities

- Academic Affairs
- Campus Security
- Legal Services
- Human Resources
- WISE Women's Center
- West Essex Campus

The policies that were developed address:

- Death of a student
- Rape and/or sexual assault
- Suicidal gestures or attempts
- Serious self-mutilation
- Psychotic and similar behaviors
- Disruptive or threatening student behavior
- Distressed student and staff behavior

### **III. Conduct Outreach Activities to Campus Community Members**

The College incorporates outreach activities to students in a variety of ways and through numerous departments and programs. These activities and services are included in the Student Handbook which is distributed to all students annually. They involve:

- a) Providing mental health awareness sessions for students and parents as a part of freshmen orientation.
- b) Requiring participation in orientation events designed to inform students about mental health services on and off campus.
- c) Visiting classrooms to inform students about available services.

At the beginning of the academic year, mental health packets are provided to all new students. These packets include information regarding in- house counseling services and the counselors' office hours and locations. In addition, a listing of community resources is included.

Pamphlets are available to students, faculty and staff at both the Main and West Essex Campus identifying the signs of depression. A workshop is offered annually through the Professional Development Advisory Council training faculty/staff to recognize the signs of depression, schizophrenia, psychosis, anxiety and other serious mental disorders.

In addition, the College conducts psycho-educational workshops on alcohol/drug addiction, stress reduction, and test anxiety. A series of related workshops is offered to students, faculty, administrators and staff at Essex County College on an annual basis. While most of the workshops are lectures, many are structured in an interactive format in order to more fully engage the participants.

These workshops are given by an array of college affiliated groups including Academic Counseling Services at both the Newark and West Essex Campus, the Educational Opportunity Fund (E.O.F.) Program, the Learning Center, the Department of Special Programs, the Office of the Substance Abuse Coordinator, the WISE Women's Center, and the Student Life and Activities Office. Other

areas of the college, such as the academic divisions, student clubs, the Urban Issues Institute, and the Africana Institute also offer additional workshops and other presentations related to some of these issues.

The topics covered in these workshops are highly varied and change from year to year. Nevertheless, the following topics are among those covered in these workshops:

- AIDS
- Alcohol Awareness
- Anger Management
- Assertiveness
- Conflict Resolution
- Domestic Violence
- Expressing Your Emotions
- Healthy Relationships
- Mathematics Anxiety
- Money Management
- Parenting Parenthood
- SISTAS (Sisters Informing Sisters About Topics on AIDS)
- Stress Management
- Substance Abuse
- Test Anxiety
- Wellness
- Youth Violence

## **Section 7**

### **Emergency Lockdown Procedures**

# Essex County College

## Emergency Lockdown Procedures

Essex County College is committed to responding quickly and appropriately to extraordinary situations that could potentially have devastating effects on the College community. Depending on the nature of the emergency, the decision to order a lockdown will be reached using established criteria that take into consideration the safety of students, staff and visitors. Unlike other emergencies where the building is evacuated and cleared, a lockdown requires securing a campus or an area as quickly as possible. It involves moving the college community out of public and open areas into secure areas such as classrooms and offices.

### PROCEDURES

The decision to order a lockdown will be made by the President, Executive Director of the Division of Administrative Services and/or Director of Public Safety. Lockdowns are ordered in response to two distinct threats:

1. Lockdown- a direct threat to the safety and wellbeing of the College community such as a situation involving an individual armed with knife, gun or explosives, a hostage situation or a terrorist attack.
2. Hold & Secure- an incident arising from a police action, environmental hazard or weather related activity outside the College that poses no direct threat to people inside the building. In this case, the College would conduct business as usual but all entrances to the College would be locked. This action would deny access to the building from the outside.

#### A. LOCKDOWN

All lockdown notifications are made over the public address and emergency text system. The announcement is initiated by the Director of Public Safety.

#### 1. STAFF/STUDENT AND FACULTY RESPONSIBILITIES DURING A LOCKDOWN

If any threat is viewed or perceived, call Campus Police at 973-877-3312/3135 or 911.

The goal is to remove oneself from the area of immediate threat, exit the building if possible, go to a secure area and remain out of sight.

#### 2. IF SAFE EXIT FROM THE BUILDING IS NOT POSSIBLE, TAKE THE FOLLOWING ACTION:

- Remain calm and encourage others to remain calm.
- Immediately cease all activity (teaching, group work, meetings, recreational activity...).
- If you are in a classroom or office, remain there.
- If you are in a hallway, move to a room or other place of safety immediately.
- Provide assistance, where required, to individuals who are differently abled or have language barriers.
- Secure doors if possible, turn out lights, cover windows or pull shades if possible.

- Remain quiet and out of sight. Stay away from all windows and doors.
- Silence cell phones or devices that can generate noise.
- Staff members or volunteers should record names of persons present.
- Stay quiet and await instructions. Lockdowns can last a considerable time.
- Do not open the door under any circumstances.
- Do not evacuate if a fire alarm sounds unless identifiable emergency officials knock on your door and advise evacuation or unless you are certain that there is a need to evacuate.

### **3. IF YOU ARE OUTSIDE THE BUILDING THAT IS IN LOCKDOWN:**

- Do not enter the building.
- Move as far away as possible from the building under lockdown and wait until further notice/direction is provided by campus security or police.

### **4. IF YOU ARE AT A DIFFERENT CAMPUS OR LOCATION:**

- Do not call the location that is in lockdown.
- Wait for information and situation updates that the College will provide.

### **5. FOR OPEN AREAS SUCH AS CAFETERIA, LIBRARY OR GYMNASIUM:**

- Generally follow the same steps as those listed above.
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.

## **B. HOLD & SECURE**

1. All hold and secure notifications are made over the public address and emergency text system. The announcement will be initiated by the Director of Public Safety.
2. Remain in the building until emergency officials advise that it is "all clear" to leave.
3. Security staff is responsible for locking and securing all exits/entrances.
4. Security staff is responsible for monitoring the main entrance and admitting only authorized personnel into the building for the duration of the Hold and Secure lockdown.
5. The College President will determine if it is necessary to cancel classes and release students from areas not immediately affected by the Hold and Secure lockdown.
6. The College President will authorize release of closure information for broadcast for day or evening activities via appropriate media if it is considered necessary.

## **C. END OF LOCKDOWN OR HOLD & SECURE**

The announcement of an "all clear" signal will be given to indicate the end of a Lockdown or Hold & Secure event. Security will conduct a door-to-door confirmation of this announcement.

## **D. COMMUNICATION WITH THE MEDIA**

All communication with the media about the event and the nature of the emergency will be handled by the Office of the President.

## **E. POST LOCKDOWN AND HOLD & SECURE LOCKDOWN**

- Counselors will initiate counseling and trauma services for those involved in the event if necessary.
- Security will review and evaluate the event and lockdown process. Evaluation will focus on the response by those who participated in the incident, and the effectiveness of communication to students, staff and the community during and after the incident.

## **Section 8**

### **Emergency Notification**

# ESSEX COUNTY COLLEGE

## EMERGENCY PROCEDURES

### I. CAMPUS EMERGENCY ALERT NOTIFICATION SYSTEM

The Campus Emergency Alert System is a comprehensive notification system that alerts the campus community in the event of an emergency.\*

### II. REGISTER YOUR CELL PHONE TODAY!

- Log onto the MyECC portal at: <http://myecc.essex.edu>. The portal is located at the bottom of the page.
- Enter your area code, then enter your 7-digit cell phone number.
- Select your cell phone provider from the drop down menu.
- Select 'Subscribe'
- Then click on the Submit button.

### III. HOW DOES IT WORK?

**In the case of an emergency, the campus public address system will alert the campus community to check one of the following for important information and/or instructions:**

- Your phone, voice or text message (enrollment in the Emergency Alert Notification System required\*)
- [www.essex.edu](http://www.essex.edu) and the **campus alert** page of the website.
- The Campus Police Department at 973-877-3312 or 877-3135
- Closed circuit TV screens in various high trafficked areas of campus buildings.

\*Enrollment in the Emergency Notification System is required



## **Section 9**

### **Department of Public Safety**

**DEPARTMENT OF PUBLIC SAFETY  
ADMINISTRATION**

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**Executive Director of Administrative  
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