2025 Annual Security and Fire Safety Report

This report is meant to provide the College community with security and safety information and campus crime statistics in compliance with the Jeanne Clery Disclosure Act.

For additional safety and security information, please visit the Essex County College, Public Safety website at: https://www.essex.edu/public-safety/.

Posted September 30, 2026

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Clery Act and Crime Reporting

The Clery Act was enacted by Congress to advance campus security and safety. It is named after Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her dorm room in April 1986. The Clery Act provides students at postsecondary institutions with a safer environment and keeps campus communities informed of security and safety issues that can prevent campus victimization.

The Act requires institutions of higher education to:

1. Make public its campus security policies.
2. Collect, report, and disseminate to the campus community and the U.S. Department of Education certain crime data.
3. Give timely warning of crimes that present a threat to the safety of students or employees.
4. Create, maintain, and make available for public inspection, a daily crime log.

The law requires colleges and universities receiving federal funding to prepare, publish, and distribute by October first of each year, a campus security policy and statistics.

Essex County College's comprehensive Campus Crime Statistics Report is filed with the U.S. Department of Education and is available on-line at https://ope.ed.gov/campussafety/#/ or by going to the Essex County College, Public Safety website https://www.essex.edu/public-safety/.

The majority of the cases handled by the Essex County College Police Department are non-criminal matters such as medical emergencies, motor vehicle accidents and traffic control, fire alarms, property loss, and other public service calls.

Information on public safety matters, including any crimes, is reported on the Police Department's website, and the Department maintains information to be in compliance with the Jeanne Clery Disclosure Act.

Students, faculty, and staff are encouraged to ask questions. Any questions about safety on campus can be directed to the College Police Department at 973-877-3312.

To report an emergency or incident while on campus, dial extension 3312. From off campus or using a cell phone, dial 973-877-3312. Yellow Emergency Call Boxes are located in building hallways and can also be found in outside areas around the campus: The emergency call boxes are dialed directly to Police Headquarters.

"Education ~ Service ~ Protection"

College Police Department

The Essex College Police are professional law enforcement officers with full police powers under Title 18A, State of New Jersey. Each officer must complete a rigorous training course approved by the Police Training Commission before being assigned to active duty. Officers continue their training in accordance with the State Attorney General's guidelines. The Police Department is located in the rear of the Mega structure building, with entry through the A-Lot.

The College Police enjoy a good working relationship with other law enforcement agencies and have long maintained an excellent reputation among federal, state, and local police forces. The College Police Department communicates with, and works cooperatively with, the Newark Police Department, the Essex County Prosecutor's Office, Essex County Sheriff's Office, West Caldwell Police Department and the Rutgers and New Jersey Institute of Technology Police Department.

As necessary, when an incident arises that requires joint investigative efforts, resources, crime related reports, and information are exchanged between the agencies involved.

Note: In all incidents where a Code of Student Conduct violation occurs, a report will be submitted to the Office of Student Life and Activities.

Emergency Procedures

In an emergency, dial extension 3312 from any on-campus telephone, from cell phones by dialing 973-877-3312 or from any of the yellow emergency call boxes, which are located in the hallways and/or corridors of all major classroom buildings. Outdoor emergency call boxes are located in various areas around the campus.

Criminal Activity Reporting

If you observe a crime in progress or behavior that you suspect is criminal, notify the College Police at 973-877-3312 immediately. Report as much information as possible including:

- ✓ What the person(s) is doing
- ✓ Where it is happening
- ✓ Physical and clothing description of those involved
- ✓ Weapons involved and, if so, what type
- ✓ Description of car and license plate number, if appropriate ✓ Direction of travel

"DO NOT" approach or attempt to apprehend the person(s) involved. Stay on the telephone with the dispatcher and provide additional information as changes occur in the situation until a police officer arrives at your location.

We encourage you to report any crime regardless of how insignificant it may seem.
The Essex County College Police Department has in place procedures for reporting crimes confidentially to our email address at police@essex.edu. If you have personal knowledge or hear of a crime or incident that occurs on or off Essex County College property, we need you to report it. This site is not intended for use with crimes that are in progress. All information is kept strictly confidential. Police cannot trace the origin of the email.
ALL INFORMATION IS KEPT CONFIDENTIAL.

Police Department Response

The Police Department operates 24 hours a day, 365 days a year, in order to protect and serve all members of the College community, and is ready to respond to a wide range of situations including all medical emergencies, fires, traffic accidents, violations of alcohol beverage regulations, the use, possession and/or sale of controlled dangerous substances and all other police-related matters. Civil or criminal charges may also be filed where warranted. In addition, student violations of college regulations are pursued through the Student Life and Activities Department.
The Police Department is responsible for conducting all criminal investigations on campus. A police officer will either be dispatched to your location or a report may be made in person at Police Headquarters.

Timely Warning Policy

The Essex County College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092 (f) et. seq.
Campus-wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community.

The decision to issue a timely warning shall be decided on a case-by-case basis and in an effort to prevent similar crimes from occurring.

Timely warnings are usually addressed for serious or continuing crimes and may also be issued for other crimes, as deemed necessary. Upon receipt of all relevant information, such warning will not be issued in a manner to best protect the campus community. The College issues/posts crime alerts for the following incidents:

1. Murder
2. Aggravated Assault – cases involving assault among known parties will be evaluated on a case-by-case basis to determine if the individual is believed to be an on-going threat to the larger campus community.
3. Burglary
4. Motor Vehicle Theft
5. Robbery involving force or violence
6. Sexual Assault – case by case depending on the facts
7. Major incident of arson

8. Other crimes as determined necessary by the Chief of Police or his/her designee in his/her absence

The College does not issue crime alerts for the above-listed crimes if any of the following cases occur:

The police apprehended the subject or the threat of imminent danger for members of the Essex County College community has been mitigated. If a report was not filed with local police departments in a manner that would allow the College to post a timely warning for the community.

Procedure

When a determination has been made that a timely warning should be issued, the College Police Department will inform the campus community by taking all appropriate steps to ensure timely notification of the campus community.

Options for notification of students, faculty, and staff includes, as appropriate:

- Emergency Notification System
- Campus-wide E-mail
- Posting on College website and updates
- Printing in College's student newspaper
- Posting flyers in classroom buildings
- Message sign

Such warning(s) may include, but are not limited to, the following information: Type of crime, date, time and location of crime, as well as available suspect information.

Registered Sex Offenders

Campus Sex Crimes Prevention Act – The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained.

Policy Statement

As provided in the Wetterling Act, any person required to register under a state offender registration program must notify the state regarding each institution of higher education in the state of which the person is employed, carries on a vocation, or is a student. Additionally, sex offenders must alert the state of any change in their enrollment or employment status.

In New Jersey, convicted sex offenders must register, re-register, and verify their address with their local or State Police in the municipality where they reside.

You can link to this information on the New Jersey State Police website at : www.state.nj.us/njsp/info/reg_sexoffend.html.

For further information, please contact The Essex County College Police Department at 973-877-3312.

Responsibilities of the Essex County College Community

All members of the College community and visitors must assume responsibility for their personal safety and the security of their property.

- ✓ Report all suspicious activity to the Essex County College Police Department immediately.
- ✓ Never leave valuables (wallets, purses, books, book bags, lap top computers, etc.) unattended.
- ✓ Carry your keys at all times and do not lend them to anyone.
- ✓ Lock doors and close windows (in offices and cars).
- ✓ Do not leave valuables in your car, especially if they are in plain view.
- ✓ Always lock lockers, never leave personal belongings in unlocked lockers.
- ✓ Carry only a small amount of cash.
- ✓ Engrave with personal I.D. numbers, such as driver's license number, all items of value and insure them with personal insurance.
- ✓ Try to avoid walking alone late at night.

Remember to call Essex County College Police for help at the first sign of trouble.

MISSING STUDENT NOTIFICATION POLICY

Purpose of this Policy

Essex County College is committed to creating, securing and providing a safe and secure environment for our faculty, students and staff and visitors. In order to support this commitment, the "Missing Student Notification Policy" sets forth the rule and procedures to be followed, in the event an Essex County College student is reported missing.

Scope of this Policy

The policy applies to all Essex County College faculty, students, staff, and visitors.

Policy Statement

If there is reason to believe that a student is, or has been missing, that information should be communicated to the Essex County College Department of Public Safety at 973-877-3312, or the Dean of Students Affairs, 973-877-3070 or the Associate Dean of Student Life's Office at 973-877-3209. The Department of Public Safety's Campus Police Department, is open 24 hours a day, 7 days a week. All members of the Essex County community are encouraged to file a report when they suspect that a student is missing.

The Essex County College Police Department, will conduct the investigation of any missing student, to determine in fact whether the student is missing in accordance with this policy.

Procedures

Any report of a missing student, from any source reported by any source, must immediately be directed the Essex County College Department of Public Safety/ Police Department.

When a student is reported missing, the Campus Police Department will:

- Focus its full attention, consideration and resources to the case.
- Initiate an investigation to determine the validity of the missing person report.
- Notify the College President's Office and the Office of Students Affairs, or a designee.
- Make a determination as to the status of the missing student.
- Notify the local police department or other appropriate law enforcement agencies within twenty-four (24) hours, after the college receives a report that a student is missing.
- If the student is under the age of eighteen (18), and not emancipated, the student's custodial parent or guardian as indicated in the college's records will be notified within twenty-four (24) hours of the determination that the student is, in fact missing.
- Notify other surrounding colleges, universities, and schools that the student is missing.

- If the missing student has identified a "confidential contact person" during his/her registration process, or anytime thereafter, that person will be notified.

Access to Facilities

The West Market St. entrance to the main campus is secured each evening at 11 p.m., as well as the entrances to the West Essex Campus in West Caldwell. Generally, on weekends, the West Market St. entrance on the main campus is closed from 6 p.m. on Saturday until 6:30 a.m. on Monday, as well as on the West Essex Campus. All campus buildings are also protected from intruders by alarms. Although Essex County College generally speaking is an open campus, access to facilities on off hours and/or holidays, must be scheduled through the appropriate College departments.

All classroom buildings are secured and checked after 11 p.m. and are reopened at 7 a.m. All other buildings are secured and checked after established business hours or scheduled events. In addition to the regular duty schedule of College Police, additional assignments are made for special events.

Off-Campus student housing is monitored 24 hours a day, seven days a week, with rotating officer patrols. Students, the resident advisor, and public safety are the only persons with keys to the housing.

College Policy on Alcoholic Beverages and Drug Possession, Use, Sale and Enforcement

The Essex County College Police Department enforces all State statutes and College regulations regarding the consumption of alcoholic beverages, driving while intoxicated and the possession or use of Controlled Dangerous Substances (CDS). Violations of certain federal, state, and local statutes can lead to arrest and criminal prosecution.

The College is committed to promoting the health and positive development of its students and employees. The unauthorized use of CDS could provide a danger to them and others and inhibit the job effectiveness of employees and the maximum benefit of education for students. Therefore, this use is prohibited. The Code of Student Conduct states that "the use of or actual possession, distribution, transfer or sale of narcotics, hallucinogenic agents and abusive drugs (and the) unauthorized consumption and/or unauthorized possession of alcoholic beverages on campus" are specific violations of student conduct, and/or law at Essex County College.

Employees are subject to appropriate action for legal and policy violations, up to and including termination.

Preventing the Abuse of Alcohol and Drugs

The College offers numerous educational programs regarding drug and alcohol abuse. These programs go beyond the minimum required by law in order to effectively maintain the College's commitment to the whole person.

The College's comprehensive program includes a peer education and prevention organization that makes in-class presentations, plus distribution of substance abuse policies and procedures information to all students enrolled in credit courses. The College also offers orientation sessions, seminars on substance abuse and related problems, a resource room for students in recovery, a regular series of workshops, individual referrals to outside agencies for additional professional assistance, continual training of college staff and the distribution of such items as bookmarks, and key chains with anti-drug and alcohol education messages.

These programs comply with the Drug Free Schools and Communities Act. More information about the College's alcohol and drug prevention program can be found in the Essex County College student handbook.

LEGAL SANCTIONS – New Jersey Alcohol Laws	
Driving while under the influence of alcohol or drugs. (DWI) NJSA 39:4-50	• **1st Offense**: Insurance increased by $1,000/yr. for three years, $470 fine, 6-12 months loss of license, completion of 12-48 hours education program at the Intoxicated Driver Resource Center, and possibly 90-day jail term • **2nd Offense**: $720 fine, 2 yrs. Loss of license, 30 days community service, completion of a 12-48 hours education program at the Intoxicated Driver Resource Center, and possible 90-day incarceration. • **3rd Offense**: Insurance increased by $1,500/yr. for three years, $1,200 fine, 10 yrs. Loss of license, and 180-day jail term.
Refusal to take breathalyzer test NJSA 39:4-50(a)	6 months loss of license, $250-500 fine, and completion of an education program at the Intoxicated Driver Resource Center. (Also, may be convicted of DWI without breathalyzer test results with added penalties for DWI.)
Open or unsealed alcoholic beverage in car. NJSA 39:4-51(a)	• **1st Offense**: $200 fine • **2nd Offense**: $250 fine, and 10 days community service
Public consumption on/in educational facility or school property NJSA 2C:33-16	Disorderly Persons Offense: Fine of up to $500 and incarceration up to 30 days.
Possession or consumption of an alcoholic beverage in public places by underage persons (under 21) NJSA 2C:33-15	$100 fine
Purchase of alcohol by/for underage persons (under 21) NJSA 33:1-81.7	$100 fine and loss of license for 6 months-1year.
Transfer of ID (Using another's ID or allowing your ID to be used for underage obtainment) NJSA 33:1-81.7	$300 fine and up to 60 days jail term.

NEW JERSEY DRUG LAWS		
Drugs	Simple possession, use or being under the influence	Use or possession with intent to distribute
Marijuana	Possession of up to six ounces of cannabis flower (or its equivalent in other forms) is legal, but public consumption us strictly prohibited and carries penalties.	While decriminalizing, possessing over six ounces is still a criminal offense. Home cultivation of cannabis remains illegal for all residents, including medical patients.
Cocaine	0-5 yrs. In jail and $1,000-15,000 fine	2-3 yrs. In jail (3-5 mandatory without parole if over 5 oz.) and $1,000-100,000 fine
Speed	0-5 yrs. In jail and $1,000-15,000 fine	3-10 yrs. In jail and $1,000-100,000 fine
Psilocybin & LSD	0-5 yrs. In jail and $1,000-15,000 fine	3-10 yrs. In jail and $1,000-100,000 fine
Drug Paraphernalia (Use or possession)	6 months in jail, $500-1,000 fine, and 2 yrs. Loss of license	

Communication, Education and Assistance

The Essex County Police Department does more than enforce the law and respond to emergencies. Acting in concert with the Student Life and Activities Officer, the Police Department effectively communicates with the College community about the department's procedures.

Police and other staff members regularly make in-person presentations, new faculty, and student orientation sessions etc.

Safety pamphlets and other written materials are distributed at appropriate activities.

Crime Prevention

The College uses a variety of methods to educate the College community about crime prevention. These include programs on preventing rape, sexual and other types of assault, the dangers posed by substance abuse, as well as reports about campus crime and information on safety practices.

TITLE IX COMPLIANCE

Title IX Coordinators are:

- Karen Bridgett and Elizabeth Barkley
  Phone: (973) 877-3477, Email: TitleIX@essex.edu

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Title IX Coordinator

The Title IX Coordinator has primary responsibility for oversight, enforcement, administration, and supervision of this policy and procedure, as well as identifying and addressing any systematic problems that arise during the review of complaints. The Title IX Coordinator is also the administrator to whom a complaint is reported. The Title IX Coordinator ensures the complaint is addressed according to policy and procedures and may or may not act with an Investigator in resolving the situation.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so issues can be addressed that affect the wider school community.

A student and employee should contact the Title IX Coordinators in order to:

- Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- File a complaint or make a report of sex discrimination, including sexual misconduct,
- Notify of an incident or policy or procedure that may raise potential Title IX concerns,
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- Ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

Sex Offenses

Essex County College has a policy and procedure for handling sexual harassment incidents. Sexual harassment becomes criminal behavior when it escalates to the point of assault, "physical violence or unwanted sexual propositions, behavior or conversation." The College states in its policy that this behavior will not be tolerated.

Sex offenses, as all criminal acts, should be reported to the Campus Police. The Campus Police will provide emergency medical aid and support and help the victim to preserve evidence. The victim will be transported to The University of Medicine and Dentistry Hospital Rape Crisis Intervention Center, where medical attention and counseling will be provided.

Sexual and Gender Harassment

Sexual harassment is prohibited by both federal and state law and is a violation of Essex County College policy. It is objectionable and offensive behavior that cannot be condoned and is contrary to the ideals of higher education. It is defined as physical or verbal behavior of a sexual nature that creates an intimidating, hostile or offensive learning or working environment or that makes individuals feel their status will be affected by their responses to such behavior, specifically when:

✓ Submission or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment or status at the college; or
✓ Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance.

Gender harassment consists of discriminatory behavior directed towards any individual who belongs to a gender group, which the aggressor treats as inferior. Such violations generally prevent or impede the student's full enjoyment of educational benefits, climate or opportunities available at the College.

It is highly recommended that individuals seek resolutions, which they consider to be sexual or gender harassment by contacting either one of the following offices:

To file report an incident, or file a complaint contact Campus Police at 973-877-3312.
Incidents involving sexual/gender harassment or assault may also be reported to the College's Title IX Coordinators:

- Karen Bridgett and Elizabeth Barkley
  Phone: (973) 877-3477, Email: TitleIX@essex.edu

The College's Title IX Policy and procedures can be found at: https://www.essex.edu/title-ix/#TitleIXb

INFORMATION ON DATING VIOLENCE, DOMESTICE VIOLENCE, SEXUAL ASSUALT AND STALKING

Sexual Assault (Including Rape)

Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or

- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or

- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by anybody part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Sexual Harassment

Sexual Harassment is unwelcomed conduct of a sexual nature, as determined by a reasonable person, which is severe and pervasive and objectively offensive to effectively deny a person equal access to Essex County College's educational program or activities. Conduct is considered "unwelcome" if the person did not request or invite it and considered the conduct to be undesirable or offensive.

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student's ability to participate in or benefit from the College's educational programs or a faculty or staff member's ability to work, which may include a single incident of sexual harassment or other serious sexual misconduct if it satisfies the foregoing definition.

Sexual Harassment may also take place in a "quid pro quo" form where an employee of Essex County College conditions the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

Sexual harassment can take many forms:

- Occur between equals, such as student to student, faculty member to faculty member, staff to staff, or visitor/contracted employee to staff.

- Occur between persons of unequal status, such as supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first-year student. Although sexual harassment often occurs in the context of exploitation by the person with the greater power

  in a relationship, a person who appears to have less power can also commit sexual harassment (such as a student harassing a faculty member).

- Be committed by an acquaintance, a stranger, or someone with whom the complainant has or had a personal, intimate, or sexual relationship.
- Occur by or against a person of any sex, gender identity or expression, or sexual orientation.

  The following non-exhaustive list includes examples of behavior that could be considered sexual harassment:

- Unwelcomed sexual innuendo, propositions, sexual attention, or suggestive comments and gestures.

- Unwelcomed physical contact of a sexual nature, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted or unwelcome by the other person.

- Humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender.

- Insults and threats based on sex or gender; and other oral, written, or electronic communications of a sexual nature that a person communicates are unwelcomed.

- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display, or creation of e-mails or Web sites of a sexual nature. (For more information, on misconduct using the College's computers; please see the College Regulation: REG 9-4, Computer and Email Usage and REG 9-5, Internet Usage.)

- Non-academic display or circulation of written materials or pictures degrading to a person(s) or gender group.

- Unwelcome attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexual gestures.

- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity or expression, or sexual orientation.

- Use of a position of power or authority to: (i) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (ii) promise rewards in return for sexual favors.

- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping.

Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;

- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,

- Viewing another person's sexual activity, intimate body parts or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Stalking

Stalking is a course of conduct involving more than one instance of inappropriate and unwanted attention, harassment, threatening or intimidating physical or verbal contact, or any other course of conduct directed at a person on the basis of their sex that could be reasonably regarded as likely to alarm or place that person in fear of harm or injury, including physical, emotional, or psychological harm.

This includes the use of technology to pursue, harass, threaten, intimidate, or otherwise make unwelcome contact with another person. Stalking may involve people who are known to one another or have an intimate or sexual relationship, or may involve people not known to one another.

Stalking is prohibited by New Jersey law. Stalking can also constitute a violation of this Policy when the conduct involves an Essex County College student or employee and is gender-based.

Relationship Violence (Dating and Domestic)

Dating Violence is defined as (a) violence, (b) on the basis of sex, (c) committed by a person, (d) who is in or has been in a social relationship of a romantic or intimate nature with the

complainant. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of physical abuse, but does not include acts covered under the definition of Domestic Violence.

Domestic Violence is defined as: (a) violence, (b) on the basis of sex, (c) committed by a current or former spouse or intimate partner of the Complainant, (d) by a person with whom the complainant shares a child in common, or (e) by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or (f) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of New Jersey, or (g) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of New Jersey.

Relationship violence may constitute a violation of this Policy when it involves an Essex County College student, faculty or staff member, and the conduct is gender-based.

ADDITIONAL IMPORTANT CONCEPTS AND DEFINITIONS

Consent

Consent must be informed and voluntary, and can be withdrawn at any time. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity does not imply ongoing future consent. There is no consent if a person is mentally or physically incapacitated or impaired and he or she cannot understand the fact, nature, or extent of the sexual situation; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Effect of Drugs and Alcohol On Consent

Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol or drugs. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. If there is a question about whether someone consented to sexual activity after consuming drugs or alcohol, the College will examine the issue from the perspective of a reasonable person. Specifically, the College will consider whether the accused reasonably should have known about the impact of alcohol and other drugs on the complainant's ability to give consent.

Incapacitation

An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or

permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he/she/they demonstrate that they are unaware of where they are,

how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which he/she/they appear to be giving consent, but do not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout and/or being drunk. Incapacitation may also result from a temporary or permanent physical or mental health condition, involuntary physical restraint and/or the consumption of incapacitating drugs.

Sexual Assault Policy & Procedures

Policy

Essex County College will not tolerate sexual assault in any form. According to current state and federal law, sexual assault includes all forcible and/or non-forcible sex offenses, including acquaintance rape.

Procedures

1. Knowledge of an alleged campus sexual assault should be made known to the campus police and/or the College's Title IX Coordinators as soon as possible.
2. If the victim is a student, the College may arrange accommodations including:
   a. Class schedule change
   b. Security escort
   c. Counseling
   d. Providing information about the procedures for activating the campus disciplinary system
      (Code of Student Conduct)
   e. Information relating to temporary restraining orders and the current rape shield laws

3. If the victim is an employee of the College, he/she may request a change of work schedule and/or security escort on campus. The victim should contact the Human Resources Department Director.

4. A student charged with sexual assault may be disciplined under the College's Civil Rights Dispute Resolution Process in conjunction with, or separate from, civil and/or criminal action.

5. Student sanctions include, but are not limited to:

   a. *Warning:* A formal statement that the behavior was unacceptable and a warning that further infractions of any Essex County College policy, procedure, or directive will result in more severe sanctions/responsive actions.
   b. *Probation*: A written reprimand for violation of Essex County College Policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Essex County College policy, procedure or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
   c. *Suspensi*on: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Essex County College. At the discretion of the Title IX Coordinator, this sanction may be noted as a Disciplinary Suspension on the student's official transcript.
   d. *Expulsion*: Permanent termination of student status, revocation of rights to be on campus for any reason or attend Essex County College-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
   e. *Withholding Diploma and/or Official Transcripts*: Essex County College may withhold a student's diploma and/or official transcripts for a specified period of time, and/or deny a student participation in commencement activities, if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
   f. *Revocation of Degree*: Essex County College reserves the right to revoke a degree previously awarded from Essex County College for fraud, misrepresentation, or other violation of Essex County College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
   g. *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including Essex County College registration), for a specified period of time.
   h. *Other Actions*: In addition to or in place of the above sanctions, Essex County College may assign any other sanctions as deemed appropriate.

6. The College shall provide employees and students with educational programs pertaining to sexual assault. The College shall also distribute literature throughout the campus regarding sexual assault prevention measures, the rights of victims and the list of resources described above.

7. In all instances of alleged sexual assault, the College shall respect the rights of the victim including the victim's right to refuse to identify himself/herself or refuse help. Such refusal, however, does not relieve the College of the obligation to report the incident to the Campus Police.

Ways to Reduce Your Risk of Sexual Assault

Sexual abuse is a form of physical abuse. Any situation in which you are forced to participate in unwanted, unsafe, or degrading sexual activity is sexual abuse. Forced sex, even by a spouse or intimate partner with whom you also have consensual sex, is an act of aggression and violence. Furthermore, people whose partners abuse them physically and sexually are at a higher risk of being seriously injured or killed.

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Try to avoid isolated areas.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Don't allow yourself to be isolated with someone you do not trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings.

If someone is pressuring you, and you need to get out of an uncomfortable situation:

- Remember that being in this situation is not your fault.
- Don't feel obligated to do anything you do not want to do.
- Have a code word with your friends or family so that you can call them and communicate your discomfort without the person you are with knowing.
- Try to think of an escape route. How would you get out of the room? Where are the doors? Windows?

The College Sexual Assault Response

If you or someone you know is a victim of sexual assault:

- You have the right to privacy. All information you share about the incident must and will be kept confidential. College officials cannot talk about your experiences without your permission. The Campus police has an obligation, however, under the Clery Act to report to the state only the date of the incident.

- You have the right to make decisions about who can be contacted and if and how any intervention will proceed. You have the option, or not, to notify and seek assistance from law enforcement and campus authorities. You have the option of seeking assistance from any of the services mentioned in this Policy.
- You have the right to institutional implementation of no-contact, restraining and protective orders.

Campus Sexual Assault Victim's Bill of Rights

Introduction

A college or university must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance.
The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to ensure that the needs of victims are met and the colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur:

- ✓ On the campus of any public or independent institution of higher education in the state of New Jersey; and
- ✓ Where the victim or alleged perpetrator is a student at that institution; and/or ✓ When the victim is a student involved in an off-campus sexual assault

Human Dignity Rights

- ✓ To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- ✓ To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- ✓ To be free from any suggestion that victims are responsible for the commission of crimes against them.

- ✓ To be free from any pressure from campus personnel to:

  Report crimes if the victim does not wish to do so;
  Report crimes as lesser offenses than the victim perceives the crime to be;
  Refrain from reporting crimes;
  Refrain from reporting crimes to avoid unwanted personal publicity

Rights to Resources On and Off Campus

- ✓ To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- ✓ To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling ✓ To be informed of and assisted in exercising:

  Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy.
  Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- ✓ To be afforded the same access to legal assistance as the accused.
- ✓ To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- ✓ To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- ✓ To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- ✓ To receive the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- ✓ To receive the full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when necessary to preserve evidence of the assault.

  Campus Intervention Rights

- ✓ To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

- ✓ To be notified of the options and provided assistance in changing academic and living situations if such changes are reasonably available.

Rights in Discrimination Investigation Process

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Essex County College officials.

- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.

- The right to be treated with respect by Essex County College officials.

- The right to have Essex County College policies and procedures followed without material deviation.

- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

- The right not to be discouraged by Essex County College officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities.

- The right to be informed by Essex County College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Essex County College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.

- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Essex County College law enforcement and/or other Essex County College officials.

- The right to be informed of available interim actions and supportive measures both on campus and in the community.

- The right to an Essex County College-implemented no-contact order [or a no-trespass order against a non-affiliated third party] when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.

- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:

    - Relocating an on-campus student's housing to a different on-campus location
    - Assistance from Essex County College staff in completing the relocation
    - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
    - Transportation accommodations
    - Visa/immigration assistance
    - Arranging to dissolve a housing contract and a pro-rated refund
    - Exam, paper, and/or assignment rescheduling or adjustment
    - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
    - Transferring class sections
    - Temporary withdrawal/leave of absence (may be retroactive)
    - Campus safety escorts
    - Alternative course completion options

- The right to have Essex County College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Essex County College's ability to provide the supportive measures.

- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.

- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.

- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.

- The right to have inadmissible prior sexual history or irrelevant character evidence excluded by the decision-maker.

- The right to know the relevant and directly related evidence obtained and to respond to that evidence.

- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.

- The right to regular updates on the status of the investigation and/or resolution.

- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received [at least eight hours of] relevant annual training.

- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.

- The right to preservation of privacy, to the extent possible and permitted by law.

- The right to meetings, interviews, and/or hearings that are closed to the public.

- The right to petition that any Essex County College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.

- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.

- The right to the use of the appropriate standard of evidence, preponderance of the evidence; to make a finding after an objective evaluation of all relevant evidence.

- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.

- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.

- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.

- The right to be informed in writing of when a decision by Essex County College is considered final and any changes to the sanction(s) that occur before the decision is finalized.

- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Essex County College.

- The right to a fundamentally fair resolution.

Megan's Law

Information about Megan's Law can be obtained from the college Public Safety page at https://www.essex.edu/public-safety/

Community Advisory

The Federal Campus Sex Crimes Prevention Act amends the Violent Crime Control and Law Enforcement Act of 1994 to require sex offenders who must register under state law to provide notice of enrollment and/or employment at any institution of higher education in the state where the offender resides and to provide notice of each change of enrollment or employment status at the institution of higher education. Also, the state of New Jersey has a statute requiring sex offender registration.

More information concerning registration of sex offenders can be obtained by accessing the New Jersey State Police website at www.njsp.org and using the link to the New Jersey Sex Offender Registration information.

Weapons on Campus

All state and federal statutes and local ordinances governing the possession of weapons and firearms, including imitation firearms, both legal and illegal apply on campus. The prohibition of weapons and firearms on the College's campuses, are incorporated in the College's Code of Student Conduct violations. Violators will be accountable through the criminal justice system in addition to code charges.

Under New Jersey statute, weapons include but are not limited to air guns, spring gun or pistol or similar in nature, in which the propelling force is ejecting a bullet or missile or other listed objects which may be used to cause harm to another as listed under New Jersey statute.

Further, under the statutes the following also applies: possession of a firearm in or upon his/her person, in any part of a building or grounds of the College without the written authorization of the governing officer of the institution is guilty of a crime of the third degree, irrespective of whether he/she possesses a valid permit to carry the firearm or valid purchaser identification card.

Shooting Incident

If you witness any armed individual on campus at any time, immediately contact Campus Police 973-877-3312.

If the shooter is outside the building: CALL POLICE 973-877-3312

- Turn off all lights and close windows and doors; where possible lock windows and doors.
- If you can do so safely, get everyone on the floor and out of the line of fire.
- Move to a more secure area of the building if safe and remain there until an ALL-CLEAR instruction is given by Police.
- Follow the direction of Police as you leave the building as they will direct you to a collection point. Keep your hands on your head or keep them in an open position in front of you.

If the shooter is in the building: CALL POLICE 973-877-3312

- If it is possible to flee the area safely to avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee.
- Get down on the floor or under a desk and remain silent.
- Turn off all lights and close windows and doors. If possible, lock windows and doors.

- Do not pull the fire alarm, it will provide the shooter with more opportunities to cause harm.
- If you encounter a police officer, place your hands on your head or in an open position in front of you. Follow their instructions.

What to do if a shooter comes into the classroom or office:

- There is no one procedure that can be recommended in this situation.
- Attempt to get the word out to other staff if possible and call 973-877-3312 if it seems practical.
- Use common sense. If hiding or flight is possible, remain quiet. Attempting to negotiate with the individual may be very dangerous.

- Attempting to overcome an individual in this situation with force should be the last resort and only be initiated in the most extreme circumstances. Remember, there may be more than one active shooter.
- Wait for the "ALL CLEAR" from Police.

- Be careful not to make any changes to the scene of the incident since law enforcement authorities will be investigating the scene later.
- In case you must flee, do not gather near the building. Get as far away from the shooting scene as possible and contact the Police Department.

Smoking Policy

Pursuant to N.J.S.A. 26:30, effective March 1, 1986, the state legislature found that the rights of non-smokers to breathe clean air supersede the rights of smokers.

Effective July 1, 2010, Essex County College Board of Trustees declared the College a **SMOKE FREE CAMPUS**; smoking is prohibited in **ALL** academic buildings and grounds on campus.

The Campus Police Department is charged with enforcing the smoking ban and all violators are subject to receiving a summons for violation of the policy.

Rules of Conduct

Essex County College students and staff come from a variety of places including other sections of New Jersey, as well as from other states and countries where laws and regulations vary.

While on campus, everyone is required to obey all applicable laws, including state, federal and municipal codes. Everyone is required to adhere to the College's rules and regulations. The Campus Police will enforce all laws and regulations on campus. We hope you will help in contributing to the safety of the campus by following these guidelines.

Zero Tolerance for Harassment

Essex County College is committed to maintaining a diverse academic and working environment free of harassment based on an individual's race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, and marital or veteran status.

The College takes harassment very seriously and requires that all students, faculty and staff adhere to the law and College policies aimed at preventing harassment and discrimination.

Harassment is defined as any conduct directed toward an individual or group based on one or more of the traits covered by the College's Code of Conduct policy that creates an

intimidating, offensive or hostile environment and is sufficiently severe or pervasive enough to alter an individual's education or employment environment.

Discrimination can take many forms, although it usually contains an inappropriate use of power or control. If you feel that you are being harassed because of one of the traits noted above, you may contact any of the following for assistance:

1. Campus Police
2. Office of the Vice President for Academic Affairs
3. Any Dean or Department Chairperson
4. Student Services

Further Statement on Harassment, Intimidation and Bullying

Students are prohibited from engaging in harassment, intimidation or bullying if one engages in conduct, including any gestures, written or physical acts, or any electronic communications (which includes e-mails, text messages, and internet postings on websites or any other social media). Whether this is a single incident or a series of incidents that occurs on or off-campus, through the use of College facilities, that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the normal operation of the College and the rights of any student or other members of the college community; and that:

1) involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or one that affects one's participation in activities sponsored by the College or any organizations or group related to the College; or

2) a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students; or

3) creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community; or

4) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person's family or household, or of damage to his/her property

A student or employee will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct described above as "harassment, intimidation, or bullying" which the student directs at a specific group or individual, based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status,

disability, nationality, sex, gender identity or expression, or any other characteristic protected from discrimination by the New Jersey Law Against Discrimination, NJSA 10:5-4.

Emergency Operation Planning

The college has extensive emergency operation plan. The plan is updated in accordance with our needs. It includes management during hazardous weather conditions, fire and rescue, hazardous materials, infectious disease, evacuation and law enforcement. The College works closely with the Essex County Office of Emergency Management. The Incident Command System (ICS) is used in the management of our plans.
The College Emergency Management Plan has been modeled after the New Jersey Emergency Management Operational Plan, which conforms to the Federal Emergency Management Agency regulation. The College is continuously working with our local, county and state partners in efforts to identify areas where we can make improvements in our plan.

Under the College's emergency management plan, the College President is responsible for declaring an emergency on campus and will do so based upon information received from the Emergency Management Coordinator for the campus who is the Chief of Police. An organizational chart reflects the overall responsibilities of each member on the emergency response operation team and the function of that team. The chart provides specific information on who is assigned to a task(s).

Although the plan is not available for public dissemination due to security reasons, any member of the public may contact us for further information.

How the Incident Command System works?

The Incident Command System (ICS) structure is a flexible one that allows it to expand and contract as determined by the scope of the event. An example might be a fire with injuries. The initial command will rest with the responding police, who will turn over command to the fire department upon their arrival. The fire department will then turn over their command to EMS when the fire is under control for the care of the injured. The command may change again if the fire is considered to be suspicious in nature and be taken over by fire investigators. After that the command goes to those in charge with mitigating the site and returning campus back to its normal operation. Therein lays the plan and the all-hazards approach to disaster planning.

Campus wide notification regarding emergencies is issued via various means, including but not limited to text messaging, campus wide telephone messaging, College home web page and campus wide email. In order to receive text messaging students, faculty and staff must sign up with the College's Emergency Notification System. This can be done by going onto the College's main website and clicking on Emergency Notification System.

We have established an Emergency Procedures Guide to assist our community in preparing for most emergencies. This guide is available on the Police Department's website.

Emergency Notification

The College President is responsible for declaring an emergency on campus and will do so based upon information received from the Emergency Management Coordinator for the campus who is the Chief of Police.

The College will initiate an emergency notification (active shooter, tornado or chemical spill) without delay and, consider the safety of the campus community, determine the content of the notification and initiate the notification system. That is, of course, unless a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Building Emergency

Upon hearing the alarm and/or seeing a visual strobe light signal, **ALL PERSONS** shall assume that an emergency is in effect and must immediately evacuate the building from the nearest exit or where upon directed by the Campus Police, Fire Department or Administrator of the college.

When a fire alarm is activated, everyone must exit the building and remain 300 feet from the building until directed by the Police or Fire Department that it is safe for re-entry.

Shelter-in-Place Procedures

If an incident occurs and the building or areas around you become unstable, or if the air outside becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors as leaving the area may expose you to that danger.

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If the building is damaged, take your personal belongings and follow the evacuation procedures for your building (use the stairs instead of elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If the Campus Police or Fire Department is on the scene, follow their directions.

A shelter-in-place notification may come from several sources including the Campus Police or emergency responders.

Notification to the Essex County College Community about Timely Warnings/Crime Alerts

The purpose of a "Timely Warning" is to maintain, inform and provide awareness to the campus community.

In the event anyone has information regarding crimes on campus, they should immediately make notification to the Campus Police by phone at 973-877-3312, in person at Police Headquarters located in the rear of the Mega Structure building through the A-Lot.

All efforts will be made to release additional information as it becomes available and its validity is confirmed through law enforcement channels. The College community will be informed if the incident is resolved and no longer poses a threat to the College community.

We recommend that all students, faculty and staff program the Essex County College Police Department's telephone number, 973-877-3312, into their cell phones.
In an effort to provide the College community with a timely warning in the event of a serious incident which may pose an on-going threat to the campus and its members, an email to all students will be sent out, a posting will be put on the Police Department's website and the College's telephone system. Alerts will be sent to all campus telephone exchanges. This will also apply to needed updates.
Crime Alert posters may also be posted by the College Police in campus buildings when deemed necessary. When alerts are posted in campus buildings, they are printed on red paper and posted in the lobby/entrance area of the affected building(s) for seven days.

The Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a crime alert is warranted.

What is the most prevalent crime on campus?

As with most College campuses, property crimes are the most prevalent crimes reported annually.

Why? Personal valuables (books, calculators, laptops, backpacks, etc.) are left unattended, left in unlocked vehicles, or left in sight in parked vehicles.

We cannot stress enough that each and every member of our community must take responsibility for their personal property and follow the safety suggestions noted above.

Daily Crime Log/ Police Blotter

A crime log is available for review 24 hours a day in the Essex County College Police Headquarters. The information the incident type, time occurred, date of report, general location, brief description and disposition.

Notice

According to federal law, an institution may withhold any of the required fields of entry, i.e. the nature, date, time, location and/or disposition if any of the following conditions apply:

- ✓ The disclosure is prohibited by law
- ✓ The disclosure would jeopardize the confidentiality of the victim
- ✓ The disclosure would jeopardize an on-going investigation or the safety of an individual ✓ The disclosure would cause a suspect to flee or evade detection ✓ The disclosure would result in the destruction of evidence.

Understanding the Statistics Report

Note: The Campus Police Department submits a Uniform Crime Report (UCR) monthly to the New Jersey State Police Uniform Crime Unit, regarding the reporting of crimes occurring on campus.

Note: *Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible. As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses – Nonforcible were no longer collected*.

Essex County College Crime Statistics 2023, 2024, 2025

	ECC Campus Areas (Including res-life areas)			Resident Areas Only			Non-Campus Building or Property			Public Property			Total			Unfounded		
Offense Type (Including Attempts)	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ECC Campus			Student Housing Area Only			Non-Campus Building or Property			Public Property			Total			Unfounded		
Offense Type	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Law Violations																		
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations																		
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations																		
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ECC Campus			Student Housing Area Only			Non-Campus Building or Property			Public Property			Total			Unfounded		
Offense Type	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2025: There are no reportable hate crimes. 2024: There are no reportable hate crimes. 2023: There are no reportable hate crimes.

This chart includes offenses that were reported to the ECC Department of Public Safety, law enforcement agencies other than the ECC Department of Public Safety, and to any official of ECC who has significant responsibilities for student and campus activities. Those offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Non-Campus Building or Property includes: fraternities and sororities that are recognized by the college. Public Property includes: thoroughfares, streets and sidewalks within the campus or immediately adjacent to and accessible from the campus.

CRIME PREVENTION AND SAFETY AWARENESS Policy Statement

The Essex County College Police Department takes its policing strategies to the fullest extent in order to better serve the community. In doing so, a representative of the Essex County College Police Department will meet with any person or group to discuss any problems at any time.

The Department offers formal and informal programs on a diverse range of topics and in many instances these presentations are customized to address a specific topic for a targeted audience. Some topics are:

- Personal Safety
- Diversity Awareness
- Sexual Assault Awareness and Prevention
- Alcohol and Safety

HOW DO I COMPLIMENT AN OFFICER?

If you feel an officer has performed his/her duties in a courteous, helpful or competent manner, you may express your appreciation in a number of ways:

- Write a letter directly to the officer or to: Public Safety Director Anthony Cromartie
  Essex County College Police Department 303 University Ave.
  Newark, NJ 07102

- Contact any supervisor by telephone or in person at Police Headquarters.

HOW DO I MAKE A COMPLAINT?

The Essex County College Police Department is a highly trained and professional police department. In the interest of maintaining the highest caliber of police services and improving on any oversights in order to maintain the highest quality of service, all members of the community are encouraged to bring forward any complaints against any member of the Police Department.

Complaints against any member of the Police Department may be made to anyone in the department by email, telephone, fax, letter or in person regardless of your age or citizenship status. Complaints will also be accepted anonymously and all complaints are investigated thoroughly. Complaint forms can be obtained on the Essex County College Department of Public Safety's website.

Complaints can be addressed to:

Internal Affairs Officer
Essex County College Police Department
303 University Avenue
Newark, NJ 07102

WHAT HAPPENS TO A COMPLAINT AFTER IT IS RECEIVED?

- All complaints received by the Department are thoroughly investigated.
- The person making the complaint will be contacted during the investigation for additional information.
- The complainant will be kept abreast of the progress of the investigation.
- The complainant will be notified by mail of the final disposition.

TRAFFIC SAFETY

The College is a walk-on campus. Each day there are thousands of students, along with faculty, staff and visitors arriving on campus adding in the number of pedestrians crossing streets making traffic safety an important priority.

Therefore, in order to maintain the best possible safety for all, the Essex County College Police Department strictly enforces all motor vehicle traffic and parking laws of the State of New Jersey and the regulations of Essex County College.

- Remember it's the law – drivers must stop for pedestrians in crosswalks.
- Students may park in white-lined spaces only.
- Report all motor vehicle accidents to the Campus Police.
- Students with State handicapped plates or placards will be able to park in designated parking areas/spaces for persons with disabilities. The placard must be displayed so they are readily visible. All drivers must show State I.D. cards upon request by police officers.

To avoid traffic congestion to and on campus, allow yourself plenty of time for your commute especially during morning and early evening hours. These times are when many classes commence and when the influx of traffic occurs.

WHISTLEBLOWER PROTECTION AND ANTI-RETALIATION

It is prohibited to take retaliatory action against any individual with respect to the implementation of any provision of the Clery Act. Community members are encouraged to forward information of any kind as it relates to crime on campus and should take comfort that no action will be taken against them for reporting of criminal statistics, violations of policy or point of injury.

All reports of crime will be fully investigated and reported in accordance with the laws and regulations of the State of New Jersey and in accordance with the definitions used in the Uniform Crime Report system of the U.S. Department of Justice Federal Bureau of Investigation. Other incidents are recorded in accordance with State and College protocols.

The Jeanne Clery Disclosure Act Campus Crime Statistic Report

Crime Statistics

The information below provides context for crime statistics reported as part of compliance with the Clery Act.

NOTE: The statistics found in this report represent alleged criminal offenses reported to the Campus Police Department. Therefore, the data collected does not necessarily reflect prosecutions or convictions for crimes. As some statistics are provided by non-police authorities, this data is not directly comparable to data from the F.B.I.'s Uniform Crime Reporting system which only collects statistics from police authorities.

Crime Definitions: The following are the definitions of the crimes captured in the Annual Security Report

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sexual Offenses:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral presentation by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Consent: Consent must be clear, verbal, sober, and affirmative. Consent must be obtained for each and every sexual activity to constitute effective consent. Consensual activity requires a mutual decision of both parties without any hint of force, threat, coercion,

pressure, fraud, manipulation or fear of injury. Consent cannot be given if the victim is mentally or physically incapacitated due to alcohol and/or other drugs or due to a temporary or permanent mental or physical condition. Silence, passivity or the lack of active resistance is not consent. Previous sexual activity does not equal current consent. Consent to one form of sexual activity does not equal consent to other forms of sexual activity. Consent can be withdrawn at any point.

Retaliation: Intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's formal or informal complaint or participation in a college investigation or proceedings related to sexual violence or assault.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, or threat of force or violence, and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another person for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary for an injury to result when a gun, knife or other weapon is used in the commission of the crime.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Arson: Any unlawful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence: Violence committed by current or former spouse or intimate partner of eh victim, by person whom the victim shares a child, by person cohabitating or formally cohabitating with victim, by person situation as domestic partner, under law.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the relationship is determined by consideration of length of relationship, type of relationship and frequency of interaction.

Stalking: Course of conduct directed at a specific person that would cause a reasonable person to fear for safety of self or others or suffer substantial emotional distress.

Liquor Law Violation: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining a unlawful drinking place; bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; or any attempts to commit any foregoing violation. **Note: This list does not include public drunkenness and driving under the influence.**

Drug Violation: Violation of state and local laws related to possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone(s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Violation: The violation of laws or ordinances regulating weapons.

Disciplinary Referrals: Incidents in which a student was not arrested but was referred for College disciplinary action for liquor law violations, drug law violations, illegal weapons possession, or any other violations of the college's Rules & Regulations.

Definitions of crime categories for Hate Crimes

Larceny is defined as the unlawful taking, carrying, leading, or riding away of property from possession or constructive possession of another.

Simple Assault is defined as an unlawful attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation is defined as to unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other contact, but without displaying a weapon or subjecting the victim to actual physical attack.

Vandalism is to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Location Definitions

Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes including residence halls and building or property that is within, or reasonably contiguous, to the area identified in this paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendors).

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: "Public Property" is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus including the sidewalk across the street from the campus, but does not include public property beyond the sidewalk.

HOW WE PREPARE AND HOW TO READ OUR ANNUAL CAMPUS SECURITY REPORT

The preparation of the annual campus security report is an on-going process. Every effort is made to ensure that the report is complete, accurate and in compliance with the law. This process includes the gathering of crime statistics from individuals who have been identified on our campus as having significant responsibility for students and campus activities and with local law enforcement agencies that have jurisdiction in the areas that affect the College.

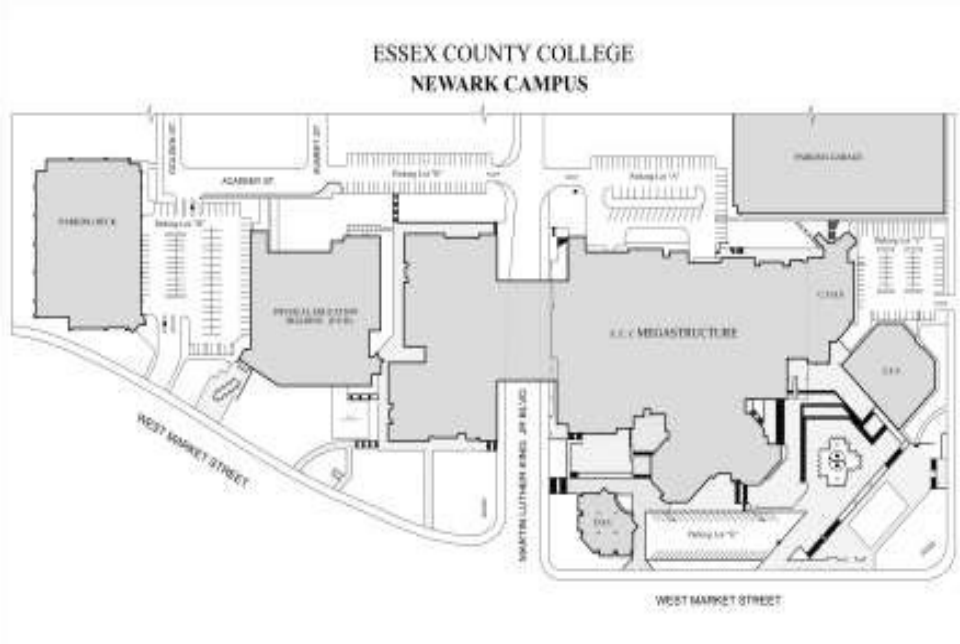
Note:
Individuals who have significant responsibilities for students and campus activities are defined by the United States Department of Education as "Campus Security Authorities." These may include faculty, staff, advisors to student organizations, athletic coaches, department deans and chairpersons, student activities staff, directors and others. Exempt are professional counselors who are functioning within the scope of his/her license.

Members of the college's Public Safety Department have the responsibility to advise and report if any person reveals to them that he/she is a victim of, the perpetrator of, or a witness to, any crime listed in the reporting categories of this report.

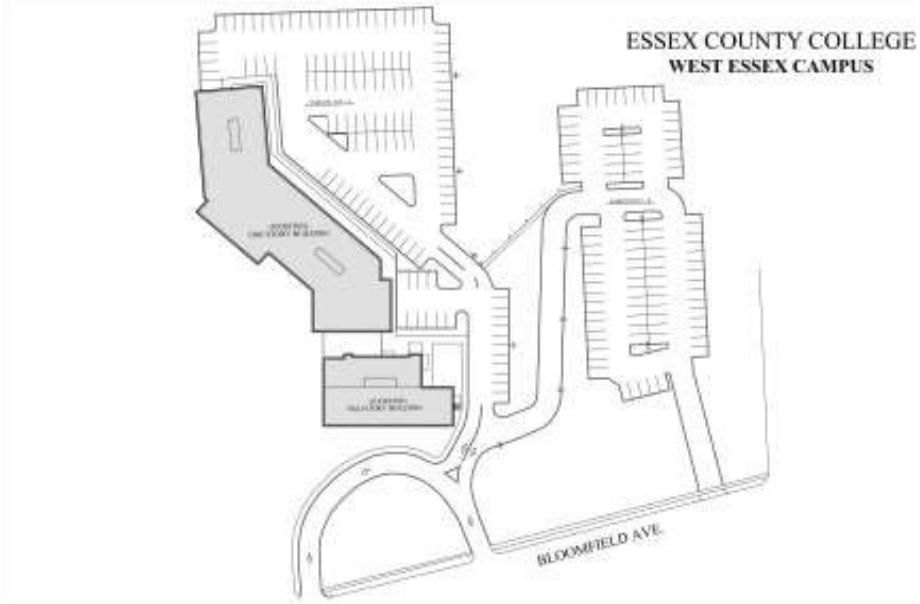
Members of the college's Public Safety Department are not charged with investigating a reported crime, only reporting it. It is the job of law enforcement to investigate a crime.

Portions are also provided in compliance with federal law, specifically the Higher Education Opportunity Act (HEOA) and the Clery Act. No campus is free of crime. Essex County College has been fortunate in experiencing few serious crimes, but since such incidents could occur, every crime is considered serious not only to the victim but to the College community and the Campus Police Department as well. However, students, faculty and staff are responsible for adopting measures to protect themselves and their possessions.

CAMPUS MAP



The branch campus is located at 303 University Ave, Newark, NJ 07102.



The branch campus is located at 730 Bloomfield Avenue, West Caldwell, NJ 07006.

2026 Annual Fire Safety Report

If a fire occurs anywhere on Essex County College campuses, individuals should immediately notify the Campus Police Department at 973-877-3312 or 973-877-3135, or using one of the yellow emergency phones. The Campus Police will initiate an on-campus response and contact the local fire department if warranted. If a member of the college community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Police has already responded, the community member should immediately notify Campus Police to investigate and document the incident.

For purposes of including a fire in the statistics in the annual report, students and employees should report that a fire has occurred to the Campus Police. The campus fire alarm systems alert the college community of potentially dangerous situations. The college community is required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside designated assembly point and follow the direction of the Campus Police, and Department of Public Safety officials. College community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency button or contact Campus Security.
Fire Safety is reviewed at all student and employee orientations and during fire drills.

A. Evacuation Procedures for Students and Employees in the Event of a Fire

Don't panic. In the event of a fire, find nearest pull station and sound the alarm. Contact the Campus Police Department immediately. Remember to shut all doors and windows in the vicinity of the fire. If the fire is small, use a fire extinguisher to put it out. Exit the building using the nearest safe hallway or stairway. Do not use the elevators. Do not run.

If there is smoke in the room, keep low to the floor and find the exit. Check to determine if the doorknob is hot. If it is hot, do not open the door. If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room. Seal up the cracks under the door with sheets or towels.

If there is smoke in the room, crack the windows at the bottom and at the top to allow for ventilation. Hang a sheet or towel from the window to announce that you are in your room. Contact the Campus Police Department. Be sure to give your room number and your location.

If you can exit the room, take your valuables and coat with you if necessary. If smoke is evident, get a wet towel to cover your face. Close all doors. If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is not available, find a window and signal that you are still in the building.

B. Fire Protection Equipment/Systems

All buildings are equipped with automatic fire detection and alarm systems which are monitored by the Campus Police Department dispatcher, 24 hours a day, 365 days a year.

C. Emergency Response and Evacuation Testing Procedures/Fire Safety Education

An evacuation (fire) drill is coordinated by the Campus Police Department t at least once each year for all facilities with fire alarm systems on campuses. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Police do not inform students in advance about evacuations. The Campus Police will communicate information to students regarding the developing situation or any evacuation changes. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency.

At Essex County College, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the college an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Campus Police and Security staff to evaluate egress and behavioral patterns. Students receive information about evacuation and shelter-in-place procedures during the evacuation and during other educational sessions that they can participate in throughout the year. All students and employees receive fire safety education during orientations.

D. Plans for Future Improvements in Fire Safety

The College continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as part of the ongoing assessment process. The fire alarms, sprinkler systems, and fire extinguishers are inspected annually and recommended repairs and upgrades are made.

E. Portable Electrical Appliances

Coffee pots, corn poppers, and other cooking devices with self-contained, thermostatically controlled heating elements must be used with extreme care. Immersion coils, hot plates, appliances with open coils or burners, and any non-thermostatically controlled appliances are not permitted in student housing building/s, and will be subject to confiscation. Only equipment that has been tested as safe (UL or Factory of Mutual Approval) and is in good repair should be used.

F. Smoking

The use of all tobacco, or products that produce smoke of any kind are prohibited within the boundaries of all Essex County College campuses. Tobacco use includes any lighted tobacco product and/or any oral tobacco product. The prohibited areas within each of the campus's boundaries including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles and private vehicles parked or operated on university property.

G. Open Flames

No open fires are permitted anywhere on campus at any time. These items include but are not limited to portable stoves, kerosene lamps, cut trees, and incense and candles. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices is prohibited without prior approval from the Campus Police Department. Violators are subject to judicial action and criminal prosecution.

Fire Safety Regulations and Resources for Essex County College and Student Housing can be found at https://www.essex.edu/public-safety/.

ESSEX COUNTY COLLEGE FIRE SAFETY REGULATIONS & RESOURCES

EVACUATION FOR PERSONS WITH DISABILITIES (CONTINUED)

accompany and remain with the disabled resident. Attempting to carry an immobilized person is discouraged. If an alarm is activated, the following procedures should be followed at all times:

- A student should call Campus Police Headquarters at **973-877-3312** to notify them of his or her location.
- Accompanied by a partner, the partner should wait with the disabled person, if possible, until police or fire department personnel arrive to complete the evacuation.

FIRE SAFETY

REGULATIONS & RESOURCES FOR ESSEX COUNTY COLLEGE

ITEMS PROHIBITED IN CAMPUS FACILITIES

The following items are prohibited:

- Candles, Incense, Other Open Flames
- Space Heaters
- Any Lamps with Halogen Bulbs
- Multiple Bulb Lamps with Plastic Shades
- Extension Cords, Multi-plug Outlets
- Live Christmas Trees/Wreaths (Unless set up by the college)

- **FIRE SUPPRESSION SYSTEMS**
- **EVACUATION IN AN EMERGENCY**
- **EVACUATION FOR PERSONS WITH DISABILITIES**

ESSEX COUNTY COLLEGE

303 UNIVERSITY AVENUE
NEWARK, NJ 07102
WWW.ESSEX.EDU

730 BLOOMFIELD AVENUE
WEST CALDWELL, NJ 07006
WWW.ESSEX.EDU/WESTESSEX

FIRE SUPRESSION SYSTEMS

Essex County College campus buildings are equipped with fire suppression systems that are monitored 24 hours a day. When activated, the alarm rings at Campus Police Headquarters and is immediately transmitted to the Fire Department. Our systems include smoke detectors, heat sensor technology, fire extinguishers, sprinklers and audible alarm horns.

- Smoke detectors are the first line of fire defense. They are triggered by airborne particles and are in place to provide early warning in case of fire. Smoke detectors save lives by allowing for timely evacuation.
- Sprinklers are the last line of defense. If there is a considerable rise in room temperature, the sprinklers will activate. Sprinklers protect property by suppressing a fire quickly. When activated, our sprinklers release 40 to 45 gallons of water per minute into the room.
- Smoke detectors and sprinklers are constantly monitored by dispatch personnel at Campus Police Headquarters. The systems are self-checking. They monitor a given area and the condition of the detectors. Police personnel respond and assess the problem every time the system notifies them of any type of alarm condition or malfunction.

[ANY PERSON(S) WHO INTENTIONALLY COMPROMISES THESE SYSTEMS IN ANY WAY WILL BE HELD ACCOUNTABLE, SANCTIONED AND/OR ARRESTED AND FINED.]

EVACUATING IN AN EMERGENCY

When an alarm sounds, follow these fire evacuation procedures:

1. Leave the building immediately upon activation of the fire alarm.
2. Learn the location of exits nearest to you if possible.
3. If possible, bring your keys and Student ID; dress for the weather (i.e. appropriate shoes and a coat).
4. When you leave your area, close the door.
5. If smoke is present, crawl low to the floor or stay in your area or room (if you cannot leave the room which you are in, see #9 below).
6. Only use stairways; never use an elevator.
7. On your way to the safest exit, if possible, warn others. Once outside, go to a safe area at least 150 feet away from the building.
8. Do not re-enter the building until instructed to do so by Campus Police or Fire Department officials.
9. If you cannot leave the room you are in due to a respiratory disability or for any other reason:
- **a.** block all openings with wet towels
- **b.** call **973-877-3312** at Campus Police Headquarters and advise the dispatcher of your location
- **c.** stay close to the window if available, holding a wet towel to your face
- **d.** do not open the windows except to alert rescue personnel by hanging a white cloth or object out of the window

EVACUATION FOR PERSONS WITH DISABILITIES

It is required that the college knows of a student's disability, whether temporary or permanent. Prior to an emergency evacuation of any kind, a partner should be assigned or chosen to

STUDENT HOUSING FIRE SAFETY REGULATIONS & RESOURCES

ACTIONS PROHIBITED IN STUDENT HOUSING FACILITIES (CONTINUED)

ACTIONS THAT MAY COMPROMISE FIRE SUPPRESSION SYSTEMS:

- Hanging anything on or from a sprinkler head or water pipe
- Physical activities near fire suppression systems, such as hockey, ball throwing/bouncing, skateboarding, frisbee, etc.
- Throwing or spraying water, shaving cream and/or other liquids
- Failure to maintain an 18-inch clearance from any sprinkler head for the circumference of the room
- Excessive use of aerosol products (which may trigger the fire alarm system)

ACTIONS INTENDED TO DISABLE FIRE SUPRESSION SYSTEMS MAY INCLUDE:

- Tampering with, or damaging fire extinguisher(s) or sprinkler control valves
- Breaking a sprinkler head
- Removing smoke detectors or covers
- Covering smoke detectors
- Tampering with or damaging fire exit lights/pull stations, notification devices, or obstructing/locking exit doors
- Deliberately causing a false fire alarm

ACTIONS THAT FLAGRANTLY DISREGARD THE SAFETY OF THE COLLEGE COMMUNITY AT LARGE:

- Deliberately causing a false fire alarm
- Use of fireworks or explosives

VIOLATIONS/SANCTIONS

Please note for infractions to Items Prohibited in Housing Facilities and Actions Prohibited in Student Housing Facilities may result in:

FIRST OFFENSE - Warning
SECOND OFFENSE - Formal Hearing
THIRD OFFENSE - Summons

Criminal charges my be filed depending on severity of offense.

In the course of conducting Health and Safety Inspections, college officials may confiscate any prohibited items found.

FIRE SAFETY

REGULATIONS & RESOURCES FOR ESSEX COUNTY COLLEGE HOUSING FACILITIES

ESSEX COUNTY COLLEGE

303 UNIVERSITY AVENUE
NEWARK, NJ 07102
WWW.ESSEX.EDU

730 BLOOMFIELD AVENUE
WEST CALDWELL, NJ 07006
WWW.ESSEX.EDU/WESTESSEX

- **ITEMS PROHIBITED IN HOUSING FACILITIES**
- **ACTIONS PROHIBITED IN STUDENT HOUSING FACILITIES**
- **CONFISCATION POLICY**

ITEMS PROHIBITED IN HOUSING FACILITIES

When it comes to fire safety, certain items can compromise the safety of all within our community. Therefore, such items are prohibited. If you are uncertain about a particular item, you are encouraged to contact campus Police or to bring such item(s) to the Campus Police Department. Carbon monoxide detectors are also placed as needed in the residence hall. They monitor carbon monoxide levels near devices using fossil fuels (such as furnaces, stoves, and hot water heaters).

THE FOLLOWING ITEMS ARE PROHIBITED:

- **OPEN FLAMES/FLAMMABLES:**
  Candles, Incense, Other Open Flames
  Fireworks, Explosives
  All Flammables, Combustibles
- **SPECIFIC ROOM FURNISHINGS SUCH AS:**
  Space Heaters
  Upholstered Furniture, Padded or Cushioned Chairs, Beanbag Chairs
  (Any furniture item not purchased by the college must be certified by the manufacturer as flame retardant, otherwise, the item is prohibited.)
  Curtains, Shades, Blinds or any Window Treatment (unless supplied by the college)
  Any Lamp with Halogen Bulbs
  Multiple Bulb Lamps with Plastic Shades
- **COOKING IN ROOMS AND OFFICES/ COOKING APPLIANCES:**
  (Prohibition on cooking or appliances does not apply to the cafeteria.)
  Broilers, Skillets, Woks, Hot-plates
  Toasters, Toaster Ovens
  Sandwich Makers,Panini Grills,Deep Fryers, Coffee Makers with Open Coils
  Any Open Coil Appliances
- **CORDS/PLUG-INS:**
  Extension Cords, Multi-plug Outlets
  International Converters Plugged Into a Surge Protector/Multiple Adapter (International converters must be plugged directly into the wall outlet.)
- **DECORATIONS**
  Live Christmas Trees/Wreaths
  (Unless set up by the college)

ESSEX IS A SMOKE FREE CAMPUS. SMOKING ON THE CAMPUS OF ESSEX COUNTY COLLEGE, AND ITS BUILDINGS OR STRUCTURES IS STRICTLY PROHIBITED.

ACTIONS PROHIBITED IN STUDENT HOUSING FACILITIES

When it comes to fire safety, certain actions by individuals can compromise the safety of all within our community. Therefore, certain actions are prohibited. Person(s) who engage in such actions will be held accountable, sanctioned and/or arrested and fined. Weencourage you to familiarize yourself with such actions and the potential sanctions.

ACTIONS WHICH COMPROMISE THE EXIT AND/OR CREATE GREATER RISK:

- Blocking exits with furniture or other items or preventing door from opening to a 90-degree angle
- Propping room door open with an object or using the deadbolt to prevent room door from closing
- Hanging posters, banners or other items from the ceiling or across the room door or window(s)
- Running wires across the floor, ceiling or in front of room door
- Wrapping room door in decorative paper, such as holiday or birthday wrapping paper
- Leaving any item in the hallway outside of a room door
- Leaving cooking food unattended
- Leaving hair care appliances with heating elements (e.g. flat irons, curling irons) unattended or excessive use of aerosol products
- Smoking in any campus housing facility is prohibited.

ESSEX COUNTY COLLEGE, FIRE LOG 2023-2025

LINE #	EVENT #	CASE #	DATE OF INC.	LOCATION OF INC.	NATURE OF THE FIRE/TROUBLE ALARM	# OF INJURIES	# OF DEATHS	VALUE OF PROPERTY DAMAGE	COMMENTS
1			01/20/23	GYM	PULL STATION	0	0	0	NO CAUSE FOUND
2			03/13/23	GYM	PULL STATION	0	0	0	NO CAUSE FOUND
3			03/22/23	LIBRARY MEN'S ROOM	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
4			04/04/23	ROOM 2125	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
5			05/02/23	ROOM 4139	PULL STATION	0	0	0	NO CAUSE FOUND
6			05/10/23	ROOM 4139	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
7			08/10/23	GYM	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
8			09/11/23	WEST CALDWELL CAMPUS	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
9			09/13/23	GYM	HEAT DETECTOR	0	0	0	NO CAUSE FOUND
10			10/13/23	PENTHOUSE	SMOKE DETECTOR	0	0	0	CONTRACTORS
11			11/08/23	ROOM 3431	SMOKE DETECTOR	0	0	0	BOILING WATER
12			11/29/23	ROOM 2122	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
13			12/18/23	CAFETERIA	SMOKE DETECTOR	0	0	0	HEAT DETECTOR
14			04/02/24	GYM	SMOKE DETECTOR	0	0	0	NO CAUSE FOUND
15			05/09/24	EXIT BY ROOM LEVEL 3501, LEVEL 3	PULL STATION	0	0	0	FIRE PANEL TROUBLE
16			08/09/24	GYM	FIRE ALARM	0	0	0	NO CAUSE FOUND
17			08/30/24	ROOM TI-22, TRAINING INC.	FIRE ALARM	0	0	0	NO CAUSE FOUND
18			09/08/24	INTERIOR MEGASTRUCTURE	FIRE ALARM	0	0	0	NO CAUSE FOUND
19			10/02/24	LEVEL 4, YELLOW	FIRE ALARM	0	0	0	NO CAUSE FOUND
23			12/20/24	ROOM 2244, LEVEL 2	FIRE ALARM	0	0	0	NO CAUSE FOUND
24			03/17/25	LEVEL 1, LADIES ROOM	SMOKE DETECTOR	0	0	0	HEAT DETECTOR
25			03/18/25	LEVEL 2, NEAR ROOM 2243B	FIRE ALARM	0	0	0	NO CAUSE FOUND
26			03/20/25	LEVEL 3, LADIES ROOM	HEAT DETECTOR	0	0	0	NO CAUSE FOUND
27			03/31/25	LEVEL 1, RED AREA	FIRE ALARM	0	0	0	NO CAUSE FOUND
28			04/09/25	GYM	PULL STATION	0	0	0	FIRE PANEL TROUBLE
29			04/10/25	ROOM 3435	FIRE ALARM	0	0	0	FIRE IN GARBAGE
30			05/29/25	ROOM 2111	FIRE ALARM	0	0	0	NO CAUSE FOUND
31			06/06/25	ROOM 4123A	FIRE ALARM	0	0	0	NO CAUSE FOUND
32			06/07/25	ROOM TI-4A	FIRE ALARM	0	0	0	NO CAUSE FOUND
33			06/18/25	LEVEL 4, TRAINING INC.	FIRE ALARM	0	0	0	NO CAUSE FOUND
34			07/08/25	LEVEL 6	FIRE ALARM	0	0	0	CONTRACTORS
35			07/23/25	GYM	FIRE ALARM	0	0	0	FIRE PANEL TROUBLE
36			07/30/25	ROOM 5112	FIRE ALARM	0	0	0	NO CAUSE FOUND
37			08/11/25	ROOM 4124A	FIRE ALARM	0	0	0	NO CAUSE FOUND
38			08/23/25	ROOM 5118	FIRE ALARM	0	0	0	NO CAUSE FOUND
39			09/04/25	ROOM 1102	FIRE ALARM	0	0	0	NO CAUSE FOUND
40			09/11/25	ROOM 3404	SMOKE DETECTOR	0	0	0	HEAT DETECTOR
41			09/16/25	ROOM 2119A	FIRE ALARM	0	0	0	NO CAUSE FOUND
42			09/22/25	ROOM 3423	FIRE ALARM	0	0	0	NO CAUSE FOUND
43			10/07/25	ROOM 2231B	FIRE ALARM	0	0	0	NO CAUSE FOUND
44			12/17/25	LEVEL 1	FIRE ALARM	0	0	0	DUCT DETECTOR
45			12/18/25	LEVEL 4, TI-24	FIRE ALARM	0	0	0	NO CAUSE FOUND

ESSEX COUNTY COLLEGE, STUDENT HOUSING FIRE LOG 2023-2025

LINE #	EVENT #	CASE #	DATE OF INC.	LOCATION OF INC.	NATURE OF THE FIRE/TROUBLE ALARM	# OF INJURIES	# OF DEATHS	VALUE OF PROPERTY DAMAGE	COMMENTS
1			02/03/23	STUDENT HOUSING	FIRE ALARM	0	0	0	HEAT DETECTOR
2			11/28/23	STUDENT HOUSING	FIRE ALARM	0	0	0	HEAT DETECTOR
3			12/04/23	STUDENT HOUSING	FIRE ALARM	0	0	0	HEAT DETECTOR

IMPORTANT NUMBERS

Essex County College, Emergency
(Police, Fire, Medical): 973-877-3312 or 973-877-3135

From college telephones: (extensions) 3312 or 3135
Yellow Emergency Call Boxes are located in hallways and areas around the exterior of the building.

Essex County Prosecutor's Sex Crime Unit: 973-751-1130
NJ Sex Offender https://njsp.org/sex-offender-registry/index.shtml

Facilities Department: 973-877-3141

Human Resources Department: 973-877-3413

Essex County College, Police Department
303 University Ave
Newark, NJ 07102