Annual Security Report 2026/27

UCNJ
Union College of
Union County, NJ

Department of Public Safety
1033 Springfield Avenue
Cranford, NJ 07016
(908) 709-7152
www.ucc.edu

Dear UCNJ Community,

At UCNJ Union College of Union County, NJ, the safety and well-being of our students, faculty, staff, and visitors remain among our highest priorities. A safe and welcoming campus environment is essential to student success, personal growth, and the sense of belonging that defines our College.

The Department of Public Safety is dedicated to protecting life and property, promoting crime prevention, responding to concerns, and partnering with the UCNJ community to maintain a secure and supportive learning environment. Through education, outreach, and collaboration, we continue to strengthen our efforts to ensure that everyone on our campuses feels safe and supported.

I encourage you to review this year's Annual Security Report (ASR), which provides important information about campus safety initiatives, crime statistics required under the Clery Act, safety resources, and College policies and procedures related to sexual misconduct, including those required under the Violence Against Women Act (VAWA).

UCNJ is committed to preventing and addressing all forms of violence and misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Every member of our community deserves to learn and work in an environment grounded in respect, dignity, and accountability.

A safe campus is a shared responsibility. I encourage all members of the UCNJ community to remain informed and speak up when concerns arise. Together, we can continue to foster a campus culture where everyone feels welcome, respected, and empowered to succeed.

Sincerely,

Dr. Margaret M. McMenamin, President

UCNJ
Union College of
Union County, NJ

TABLE OF CONTENTS

A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY 4

THE OFFICERS RESPONSIBLE FOR CAMPUS PUBLIC SAFETY..... 4

COMMUNICATIONS AND ENFORCEMENT 4

CAMPUS FACILITIES & EMERGENCY SYSTEMS..... 5

REPORTING OF CRIME STATISTICS 5

HOW TO REPORT A SUSPICIOUS OR CRIMINAL ACTIVITY ON CAMPUS 5

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: VAWA / TITLE IX INVESTIGATIONS..... 5

PROGRAMS TO PREVENT DOMESTIC VIOLENCE AND DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING 7

TIPS FOR PREVENTING SEXUAL VIOLENCE AND DATE RAPE..... 8

TIPS FOR PREVENTING STALKING AND DOMESTIC VIOLENCE 8

CAMPUS INVESTIGATION AND HEARING OFFICIALS 9

INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS 9

SANCTIONS AND DISCIPLINARY ACTIONS 10

DISCIPLINE AND DISCHARGE OF EMPLOYEES..... 10

STUDENT DISCIPLINARY SANCTIONS 10

FACILITY USAGE..... 11

ALCOHOL AND/OR OTHER SUBSTANCES..... 11

COLLEGE POLICY AND PROCEDURES FOR STUDENTS AND EMPLOYEES..... 12

HOW YOU CAN LEARN ABOUT CAMPUS PUBLIC SAFETY & SECURITY 12

TIPS FOR A SAFE CAMPUS..... 12

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY..... 12

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES..... 13

WHAT YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR 13

CRANFORD CAMPUS EMERGENCY PHONES 13

PROPER DISPLAY OF PARKING PERMITS..... 13

PARKING 14

VIOLATIONS AND FINES 14

APPEALS 14

PAYMENT OF FINES..... 15

SMOKING POLICY 15

CRANFORD CAMPUS 15

ELIZABETH CAMPUS 16

PLAINFIELD CAMPUS 17

SCOTCH PLAINS CAMPUS 17

CRIME STATISTICS 18

BIAS INCIDENTS / HATE CRIMES..... 19

HUMAN RESOURCE ALERTS..... 20

REPORT SUSPICIOUS ACTIVITY AND VANDALISM IMMEDIATELY 20

UCNJ FIRE SAFETY INFORMATION 20

EMERGENCY EVACUATION PLAN 20

ELEVATOR POWER SWITCH LOCATIONS:.... 22

EMERGENCY NOTIFICATION AT UCNJ 24

I. A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

UCNJ Public Safety policies and procedures are aimed at your safety and welfare. You help maintain your own safety on campus by following all security policies, and by using common sense safety practices, such as walking in groups, reporting suspicious activities, not leaving books, cell phones, coats, or backpacks unattended; etc. The following will provide you with an overview of security facts that will be helpful to you. While this brochure may be more relevant to the student, much of the information will be of value to both faculty and staff as well. Everyone on campus should be safety conscious and follow security procedures.

Remember: Safety is Everyone's Responsibility!

II. THE OFFICERS RESPONSIBLE FOR CAMPUS PUBLIC SAFETY

The Administrative office responsible for Public Safety at all UCNJ campuses is the College's Department of Public Safety, which reports to the Office of the Vice President of Finance. The personnel of this department are:

1 Executive Director
1 Associate Director
2 Patrol Supervisors
26 F/T Officers
14 P/T Officers
1 Office Manager/Coordinator

All full-time officers complete forty hours of Basic Training, Standard First Aid, C.P.R. and A.E.D. Training, as well as in-service training for new and established techniques. The members of the Department take pride in its widely recognized worker and Community Right to Know Program and the Campus Crime Watch Program. The Department is equipped with two-way radio communications to contact and exchange information internally. The Department maintains an excellent rapport with State, County, and local Police Agencies. Annually the Department files a statistical crime report as required by law. The information is distributed also according to the law, and is additionally made available upon request.

III. COMMUNICATIONS AND ENFORCEMENT

Within the Department of Public Safety there is a communications system serving as a clearing house for reported activities and emergencies occurring on campus.

The Office can be easily reached by dialing:

Cranford Campus / SD-108
(908) 709-7152

Elizabeth – Lessner Main Lobby
(908) 965-6070

Elizabeth – Kellogg Main Lobby
(908) 659-5159

Plainfield Campus Rear Lobby
(908) 412-3595

Scotch Plains Campus
(908) 222-5961/5964

College-Wide Emergency
(908) 709-0268

Upon receiving a report, trained personnel will immediately dispatch a Public Safety Officer to the area by use of a two-way radio. Officers conduct both mobile and foot patrols of the respective locations during the day/ evening hours as required. All complaints received by the communications system are investigated by Public Safety Officers. The Department of Public Safety, through its mobile patrol, foot patrols, and investigations, enforces the rules and regulations of UCNJ.

The UCNJ Department of Public Safety DOES NOT have police authority to apprehend or arrest anyone involved in illegal acts on campus or immediately adjacent to the campuses. If minor offenses involving College rules and regulations are committed by a student, the Department of Public Safety will refer the individual to the Dean of Students for disciplinary action.

Major offenses such as murder, rape, robbery, aggravated assault, burglary, auto theft, and all sex offenses are reported immediately to the local police when and where the offense took place. The police will then conduct the investigation.

IV. CAMPUS FACILITIES & EMERGENCY SYSTEMS

The Cranford Campus is equipped with CCTV and emergency telephones. The telephones are located outside various buildings and in each parking lot. These phones put you in immediate contact with the Department of Public Safety and the officers who will respond to your call for assistance. The Elizabeth Campus has CCTV cameras and motion detectors in the stairwells. Distress alarms and intercom buttons are located on each floor and screech alarms in all restrooms. The activation of any of the above devices will summon an officer to assist you.

The Plainfield Campus also has CCTV cameras outside the buildings and in the parking lot. Emergency telephones are located throughout the buildings and each restroom has distress alarms. All these devices are monitored by a Public Safety Officer who will respond to your call for assistance.

V. REPORTING OF CRIME STATISTICS

In compliance with the passage by Congress of the Student Right to Know and the Campus Security Act, the UCNJ Department of Public Safety will compile crime statistics on the following violent crimes:

- Murder/Non-negligent manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Thefts
- Arson
- VAWA Offenses:
  - Dating Violence
  - Domestic Violence
  - Sexual Assault
  - Stalking

Also compiled, will be the number of arrests made for the following nonviolent crimes:

- Liquor Law Regulations
- Drug Abuse Violations
- Weapon Possessions
- VAWA Offenses

VI. HOW TO REPORT A SUSPICIOUS OR CRIMINAL ACTIVITY ON CAMPUS

You may report suspicious or criminal activity or other emergencies by calling the Public Safety Office:

Cranford Campus (908) 709-7152

Elizabeth Campus – Lessner
(908) 965-6070

Elizabeth Campus – Kellogg
(908) 659-5159

Plainfield Campus (908) 412-3595

Scotch Plains Campus
(908) 222-5961/5964

College-Wide Emergency
(908) 709-0268

Local Police Dept. 911

VII. SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: VAWA/TITLE IX INVESTIGATIONS

On March 7, 2013, President Obama signed the Violence Against Women Act of 2014 (VAWA) (Pub. Law 113-4), which, among other provisions, amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of participating in the Federal student aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and include certain policies, procedures and programs pertaining to these incidents in their annual security reports (ASRs).

The following offenses are prohibited on all campuses and are addressed in crime prevention and awareness programs for students, employees, faculty, and campus officials:

DEFINITIONS:

Domestic violence: means "a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, or a person with whom the victim shares a child in common."

Sexual assault: means "an offense classified as a forcible or nonforcible sex offense under uniform crime reporting system of the Federal Bureau of Investigations."

Dating violence: means "violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, the frequency of interaction between the person involved in the relationship shall be determined based."

Stalking: means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress." Each incident of stalking will be counted as a new and distinct crime on the Clery report.

Awareness Programs: means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Campus Safety Authority (CSA): "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." Examples of individuals who meet the criteria for being campus security authorities include: a dean of students, or a director of athletics.

Consent: The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not have been able to give consent.

Ongoing prevention and awareness campaigns: means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

Primary prevention programs: means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Proceeding: means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

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

Result: means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The definition provides that the ''result'' must include any sanctions imposed by the institution and the rationale for the result and the sanctions.

Risk reduction: means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. The *Campus Sexual Assault Victims' Bill of Rights* exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

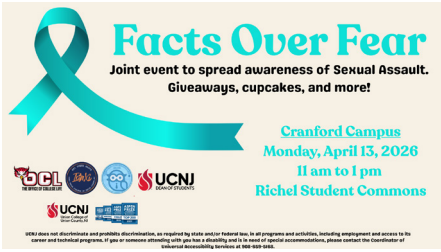
- Victims shall be notified of their options to notify law enforcement
- Accuser and accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services
- Victims shall be notified about options for, and available assistance in, changing academic, living, transportation, and working situations
- The College will not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official
- Clery Act reporting does not require initiating an investigation or disclosing identifying information about the victim or during campus wide timely warnings

Sexual offenses (whether forcible or non-forcible), domestic violence, dating violence, and stalking violate the criminal law and college regulations. Any reported violations will be treated swiftly through legal avenues and/or the established College disciplinary procedures. The College disciplinary procedure ensures that both the accuser and accused have an opportunity to present their case and that both will be notified of the outcome. Following a College disciplinary hearing, sanctions may include withdrawal of charges, verbal or written reprimands, establishment of specific stipulations to be met for continued attendance at the College, suspension or dismissal. In reporting activities that constitute a crime, initial contact should be made to the local police where the offense took place as quickly as possible. Students, staff, faculty, visitors and business partners are expected to notify the Public Safety Office and/or the local police without any fear of retaliation or reprisal. Any individual that is reluctant to notify either the police or the Public Safety Office may request assistance from appropriate campus officials such as Dean of Students or Director of Human Resources.

VIII. PROGRAMS TO PREVENT DOMESTIC VIOLENCE AND DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

UCNJ is committed to a safe and secure campus environment by providing prevention and awareness programs to members of the College community. Each academic year, there are various programs and activities conducted to address domestic and dating violence, sexual assault, and stalking. Listed below are the prevention and awareness programs which have been or will be conducted for students, faculty and staff:

VAWA related training for students, faculty and staff:



- Bulletin Boards & Campus Wide Literature
- Free Condoms including safety literature
- Public Safety conducted numerous safety and awareness presentations throughout the year.

IX. TIPS FOR PREVENTING SEXUAL VIOLENCE AND DATE RAPE

Safety on campus is everyone's responsibility. Bystanders, including students, staff, faculty, visitors and business partners can all help prevent domestic violence, sexual assault, dating violence and stalking by being alert for warning signs and taking appropriate action.

Bystanders should remember these tips to help prevent sexual violence and date rape:

- If you see something, say something
- Don't leave someone alone if they are unconscious, drunk or high on drugs, or is otherwise unable to give consent. Consent "means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop the activity"
- Don't let anyone behave sexually with someone who is unconscious, drunk or high on drugs
- Pick a designated driver and observer who will stay sober at parties, and always encourage others to do the same
- Check in with your friends during parties and leave with them
- Offer help to someone who is a target or at risk of sexual violence
- Privately call the police if you see a sexual assault or hear a confession of rape
- Never photograph or videotape a sexual assault
- If anyone jokes about rape, speak up to let them know it is not acceptable
- Visit NotAlone.gov for more information and resources on avoiding and preventing sexual assault

X. TIPS FOR PREVENTING STALKING AND DOMESTIC VIOLENCE

Everyone on campus can help prevent domestic violence and stalking:

- Don't encourage hostile or violent comments about others
- Do not share information about an acquaintance's schedule or whereabouts with a stranger
- If someone is being verbally abused or pushed around, ask him or her "Are you okay?" Get help if needed
- If you see someone being attacked, followed or in distress, report it to campus security or the police

Campus Officials/Campus Security Authorities Responsibilities

College employees are required to successfully complete *Preventing Sexual Harassment* training. There are ongoing efforts to have all College employees complete *Preventing Discrimination and Sexual Violence: Title IX and the SaVE Act for Faculty and Staff.*

UCNJ Campus Security Authorities (CSA) will provide victims of domestic violence, sexual assault, dating violence or stalking with written notice of their rights to obtain assistance from campus authorities in reporting a crime to law enforcement. Campus officials/CSA will also advise victims of their right to change their working or academic environment to avoid a potential hostile situation.

Students, faculty and staff are encouraged to inform the Department of Public Safety of all Restraining Orders or no contact orders that are legally authorized for their protection.

XI. CAMPUS INVESTIGATION AND HEARING OFFICIALS

UCNJ officials responsible for investigating reports of domestic violence, dating violence, sexual assault, stalking or who conduct disciplinary hearings resulting from reports of such crimes receive annual training on issues related to these crimes. The *Sexual Violence Awareness and Prevention for Campus Officials and Investigators* training also includes the methods for conducting investigations and how to protect the victim's safety and security.

The College is committed to assisting victims of sexual assault by providing the following information:

1. It is extremely important to preserve physical evidence needed to prove domestic violence, dating violence, sexual assault or stalking. In cases of sexual assaults, it is important for victims to refrain from showering or destroying physical evidence by laundering clothing or cleaning areas where a crime was committed.
2. Public Safety Officers will summon law enforcement officials, medical assistance if necessary, and/or sexual assault crisis professionals. Officers will remind victim of need to preserve physical evidence including clothing, and secure scene for processing by law enforcement officials.
3. Victims are encouraged to call 911 to report any of the prohibited offenses outlined in the VAWA. Victims are encouraged to report the crime but are not obligated to do so.
4. The victim has the options of declining to notify any authorities or to notify local law enforcement and/or on-campus security.
5. The Department of Public Safety will strictly enforce all restraining orders or no contact directives.

XII. INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

The Dean of Students, Affirmative Action Officer, and Title IX Officer are responsible for conducting investigations into allegations of sexual misconduct including VAWA reauthorization offenses. Disciplinary procedures are outlined in the Student and Employees Handbooks. In conducting investigations and disciplinary proceedings of a sexual offense, campus security authorities must adhere to the following standards:

1. Provide prompt, fair and impartial investigation and disciplinary proceedings.
2. Provide information regarding confidentiality of the proceedings.
3. Permit both parties to have an advisor or support person of their choice at the proceedings and any related meeting.
4. Provide statement of the required standard of proof in these proceedings.
5. Provide written notice of the outcomes of the proceedings to both parties.
6. Attend annual training for officials conducting the proceedings on domestic violence, dating violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of victims or accused and promotes accountability.
7. Provide information for employees reporting covered offenses.
8. Referral for counseling, health, mental health, victim advocacy, legal assistance, and other services may be available for students in the Advising, Career and Transfer Department. Human Resources offers referrals for counseling, including health, and mental health services for employees.

XIII. SANCTIONS AND DISCIPLINARY ACTIONS

Any individual whose conduct is found to violate the Serving the Public employee policy or the Student Code of Conduct shall be subject to disciplinary action, up to and including dismissal from the College, termination of employment, or severance of the business relationship. In the student and employee handbooks there are comprehensive lists of penalties that apply. Any imposed consequences or disciplinary actions will take into account constitutional and academic freedom dictates and will be based on the severity of the offense, and a student's or employee's history of performance issues.

XIV. DISCIPLINE AND DISCHARGE OF EMPLOYEES

It is the policy of the College to enforce policies, procedures, practices, rules and regulations in a fair manner. Discipline may include, but is not limited to verbal warnings, written reprimand and suspension with or without pay, disciplinary probation and termination.

The College expects students, staff, faculty, visitors and business partners to conduct themselves with civility, ethical behavior, and respect for the rights and welfare of students, staff, and faculty.

XV. STUDENT DISCIPLINARY SANCTIONS

Any individual enrolled at UCNJ whose conduct is found to violate the Student Code of Conduct or any VAWA related offense shall be subject to appropriate consequences and/or disciplinary sanctions, up to and including dismissal from the College. The section in the Student Code of Conduct for students entitled "Sanctions for Violation of the Student Code of Conduct" includes but is not an exhaustive list of some of the sanctions that may apply to students. Any imposed sanctions or disciplinary actions will take into account academic freedom principles, students' rights and responsibilities a student's history of previous sanctions and will be based on the severity of the offense. If an investigation warrants action, it will be processed through the Student disciplinary Process.

Sanctions for Violation of the Student Code of Conduct include but are not limited to the following:

1. **Warning**– A written reprimand (censure) which becomes a part of the student's discipline file and includes the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of a College regulation.
2. **Educational Assignments** Education assignments are specific to an individual case and are determined based on relevance to the violation behavior. Examples of educational assignments include, but are not limited to: community service, awareness programs, and restitution.
3. **Change** of course, section, room, program and or instructor.
4. **Removal** from class or program.
5. **Restitution**- Reimbursement for damage to or misappropriation of College property, the property of a member of the College community, or of a visitor to the College campuses. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
6. **Probation** The student is permitted to remain enrolled only upon the condition that he or she complies with all rules or regulations or with other standards of conduct which the student is directed to observe for the duration of the period of the probation and which may include loss of student privileges.
7. **Suspension** The student is denied the right of attendance at the College. The student is not allowed on any of the College properties until the suspension is lifted. Suspension from the College may be for a minimum of one semester to up to two semesters to include summer sessions.
8. **Dismissal** The student is immediately dismissed from the College and denied future enrollment at UCNJ.
9. **Expulsion** This action results in the permanent separation of the student from the College, its programs and facilities. This includes a permanent withdrawal of a student's privilege to register for and attend classes, or use College facilities.

Information obtained from Dear Colleague Letter issued by the US Department of Education/Annual Clery/ VAWA Reporting Compliance letter, and Handbook for Campus and Security Reporting.

XVI. FACILITY USAGE

The UCNJ Department of Public Safety's main responsibilities are the protection of life and property, prevention of crime, and preserving an environment conducive to the pursuit of educational goals and personal growth.

The mission of UCNJ is to serve the higher education needs of Union County residents. Its campuses, equipment and facilities ("The Facilities") are for the principal purpose of providing educational resources for the faculty, students and staff of the College ("The Principal Users"). Other persons may use The Facilities of the College for related purposes, subject to the following rules:

- Any person witnessing a crime, reporting suspicious activities or other emergencies should call 911
- No one is to use the Facilities in a manner which interferes with or impedes the use by The Principal Users
- Persons who are not the principal users may apply to Event Services at https://www.ucc.edu/eventservices/ for use of the facilities
- Persons who are not the principal users must use The Facilities only in designated areas and during designated times
- Any person creating or maintaining a disturbance or nuisance on College premises must leave the premises when requested to do so
- Loitering on the premises or use of the facilities for other than educational or College related purposes are prohibited
- Any person who shall enter upon the facilities for any purpose other than an educational purpose or College related purpose, without prior authorization or any person who fails or refuses to leave the facilities when requested to do so, will be deemed a trespasser

XVII. ALCOHOL AND/OR OTHER SUBSTANCES

UCNJ is committed to providing an alcohol and drug free workplace. Workplace is defined as College property including parking lots and any other location where College employees are working. Given the student centered environment in which we work, the College has no tolerance policy on alcohol and drug abuse by our employees or underage students.

UCNJ supports and complies with all applicable federal and state laws in this regard. The possession, use, or distribution of alcohol and other drugs of abuse is prohibited on all College properties at all times. When an individual is identified as being under the influence of alcohol and other drugs on any of UCNJ's campuses, the primary objective is to protect both the individual and others. The secondary objective is the protection of property and to provide professional assistance to the individual.

When an individual under the influence is identified, the identifier is to call the Public Safety Office. The identifier should attempt to retain contact with the person until a Public Safety Officer arrives and assumes responsibility for the individual.

The Officer will assess the individual's condition, establish identification and seek alternate transportation for this person by contacting a relative or friend. Should the intoxicated individual decline to give both the keys to his/her vehicle and the name and phone number of a friend or relative who can provide transportation for him/her, the officer will immediately seek to identify the person's vehicle and immobilize it. Otherwise, the local police will immediately be called.

At "Off" Campus Student Activity Functions:

- The purchase or use of alcohol and/or other substances is prohibited at sporting events, concerts, conventions, etc.
- Any persons who in the judgment of management and/or designated College official(s), exhibit indications of intoxication will not be permitted admission to the event
- Any persons who in the judgment of management and/or designated College official(s) exhibit indications of intoxication or act in a disorderly manner will be asked to leave the event

Statistical information contained in the Annual Security Report was compiled in coordination with the Cranford, Elizabeth, Plainfield, Rahway, and Scotch Plains Police Departments. Policies, procedures, training, and safety tips were derived from the Public Safety Field Manual, Student Handbook, Employee Handbook, Clery Handbook, and from Workplace Answers Inc. (Campus SaVE Act / Violence Awareness Solution), Handbook for Campus and Security Reporting.

XVIII. COLLEGE POLICY AND PROCEDURES FOR STUDENTS AND EMPLOYEES

Each year the College produces a "Student Handbook" and an "Employee Handbook" that contains information regarding College policies and procedures. Each student and employee is responsible for familiarizing him/herself with the information contained in this document.

XIX. HOW YOU CAN LEARN ABOUT CAMPUS PUBLIC SAFETY & SECURITY

In accordance with the law, all students and employees receive updated information annually. All student applicants or accepted students are also provided with information on Public Safety Policies and Procedures and on how to obtain additional public safety information.

XX. TIPS FOR A SAFE CAMPUS

Learn and follow all UCNJ Public Safety policies. These policies were created out of concern for your welfare and consideration for the rights of others.

When Walking or Jogging:

- ✔ Go with a companion
- ✔ Stay away from isolated areas, stay near street lights
- ✔ Hold your purse or briefcase tightly, close to you
- ✔ A front pocket is safer for a wallet than a back one
- ✔ Dress sensibly; tight pants, clogs or heels make movement difficult

If you are Working Late:

- ✔ Keep your office door locked
- ✔ Lock all doors behind you when entering or exiting
- ✔ Inform the Public Safety Office

In a Car:

- ✔ Check the back seat before getting into a car
- ✔ Keep doors locked while driving
- ✔ Lock valuables in the trunk
- ✔ Don't pick up hitchhikers

XXI. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. Fight

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

CALL 911 WHEN IT IS SAFE TO DO SO

XXII. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

XXIII. WHAT YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

XXIV. CRANFORD CAMPUS EMERGENCY PHONES

Emergency phones are self dialing. After the receiver has been picked up, wait for the tone and speak clearly. The phones are automatically connected to the Department of Public Safety. The outdoor phones have a blue light connected to them. When in use, the strobe light will flash, to alert officers in the areas as to the specific phone in use.

Parking Lot#1	Parking Lot#4
Roadway Lot#1	Parking Lot#5A
Parking Lot#2	Parking Lot#5B
Garage Lot#2	Roadway Lot#5A

MacDonald Hall Side
S202 Biology Laboratory
S203 Biology Laboratory
S204A Biology Prep Room
S205A Biology Prep Room
S207 Biology Laboratory
S208 Biology Prep Room
S212 Biology Laboratory
N13 Chemistry Laboratory
N15 Chemistry Laboratory
N17 Chemistry Laboratory

XXV. PROPER DISPLAY OF PARKING PERMITS

FACULTY, ADJUNCT FACULTY & STAFF – PERMITS

Parking permits for faculty, adjunct faculty & staff are issued normally in the form of a hangtag. The hangtag is to be placed on the rearview mirror of the vehicle, with the front labeled "PARKING PERMIT" facing the windshield. The tag is easily transferable should it be necessary. The tags must be visible and displayed as intended, or a violation may result.

STUDENT PARKING – PERMITS

Students are issued permits in the form of hangtags upon completion of the procedure described on the following page; see PARKING. The hangtag is to be placed on the rearview mirror of the vehicle, with the front labeled "PARKING PERMIT" facing the windshield. The tag is easily transferable to another vehicle should it be necessary. The tags must be visible and displayed as intended, or a violation may result. PERMITS MUST BE VISIBLE or issuance of a violation for no permit may result. **Parking privileges granted by the permits are for registered students ONLY.**

XXVI. PARKING

It should be understood that parking is a privilege, not a right. The acceptance of parking privileges and the presence of any vehicle on the campus is, in effect, an agreement by the motorist to abide by these rules and regulations, and it also involves the acknowledgment that UCNJ is in no way liable for personal injury, damage, or loss of part or contents of the vehicle.

The enforcement of these regulations is the responsibility of the UCNJ Department of Public Safety whose members are employees of the College. These officers may require identification of any person on campus and may issue tickets for any traffic violations if the circumstances warrants such action. The College reserves the right to modify regulations at any time.

UCNJ students, as well as faculty and staff, who drive to the College and park their cars on UCNJ properties are required to purchase a parking permit every academic year. PARKING IN ALL LOCATIONS OWNED AND/OR OPERATED BY UCNJ IS BY PERMIT ONLY. The cost of the permit for students and faculty/staff varies. All members of the College community must pay for their permits at the Student Accounts Office. Students will receive their permit at the time of payment. Faculty/staff members will be issued a receipt by the Student Accounts Office which MUST be presented with a valid vehicle registration at the Public Safety Office, Room SD-108, Cranford Campus; Lessner and Kellogg Buildings Main Lobby, Elizabeth Campus; and Rear Lobby, Plainfield Campus.

Continuing Education and Workforce Development students are also required to purchase parking permits if they use UCNJ parking facilities. Since the CE&WD program is an "open enrollment" program, students in this program are issued permits throughout the year, and the permits are valid for a six month period from the time of issuance. All parking regulations are enforced by the College's Department of Public Safety. Persons accruing two or more tickets will run the risk of having their cars booted or towed at the owner's expense.

Special parking permits for disabled persons will be issued also by the Department of Public Safety **ONLY after the following criteria has been completely met:** 1) A regular parking permit must be purchased first. 2) The applicant/student must have a valid state Division of Motor Vehicles issued handicapped license plate, hangtag, or dashboard permit (temporary or permanent), in addition to a valid State of New Jersey Disabled Person Identification Card. 3) A complete application is filed with the Department of Public Safety. A state issued handicapped license plate/hangtag or dashboard permit by itself does NOT authorize use of the handicapped areas at any of the UCNJ operated facilities.

XXVII. VIOLATIONS AND FINES

NO PARKING PERMIT/Expired/Improper Display

First Offense $5.00

Subsequent Offenses $10.00

PARKED ILLEGALLY

Handicapped Area $50.00

Fire Zone $35.00

Faculty/Staff Area $20.00

No Parking Area $15.00

Improperly Parked $10.00

BOOTED. $100.00

The College reserves the right to adopt State or Township ordinances to cover any of the above violations.

XXVIII. APPEALS

In cases where a student receives a summons for a violation that he or she feels is unjustified, a "Parking Ticket Appeal Form" must be filed and submitted to the Director of Public Safety (along with a copy of the ticket in question). Forms are available at the Public Safety Desks at Elizabeth and Plainfield, and Room SD-108 at the Cranford campus. The Director is the designated person authorized by the College to sustain or dismiss the summons.

The procedure for appealing is as follows: File by mail or in person with the Department of Public Safety within (5) school days from the summons date the "Parking Ticket Appeals Form" and include a statement of the reasons why the summons is thought to be unjust. The Director will rule on the ticket and advise the

student of the outcome.

XXIX. PAYMENT OF FINES

Fines may be paid by mail or in person at the Student Accounts Office on each respective campus. If sending a check by mail, checks should be made payable to UCNJ and sent to:

UCNJ
1033 Springfield Avenue
Cranford, NJ 07016
Attn: Student Accounts Office

The Public Safety Office does NOT accept payments for any fines, nor does it accept payments for the purchases of parking permits. All financial transactions are processed by the Student Accounts Office.

XXX. SMOKING POLICY

All UCNJ buildings are smoke-free including electronic cigarettes.
For the purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking. Fines and disciplinary sanction may be imposed on students violating this policy as defined under the section of the Student of Conduct.

XXXI. CRANFORD CAMPUS

a) Students are permitted to park in the WHITE striped parking stalls in Lots 1, 2, 5A, and 5B between 7 a.m. and 11 p.m.

b) Students are permitted to park in the YELLOW striped parking stalls in Rows 6, 7, and 8 in Lot 1 after 4:30 p.m.

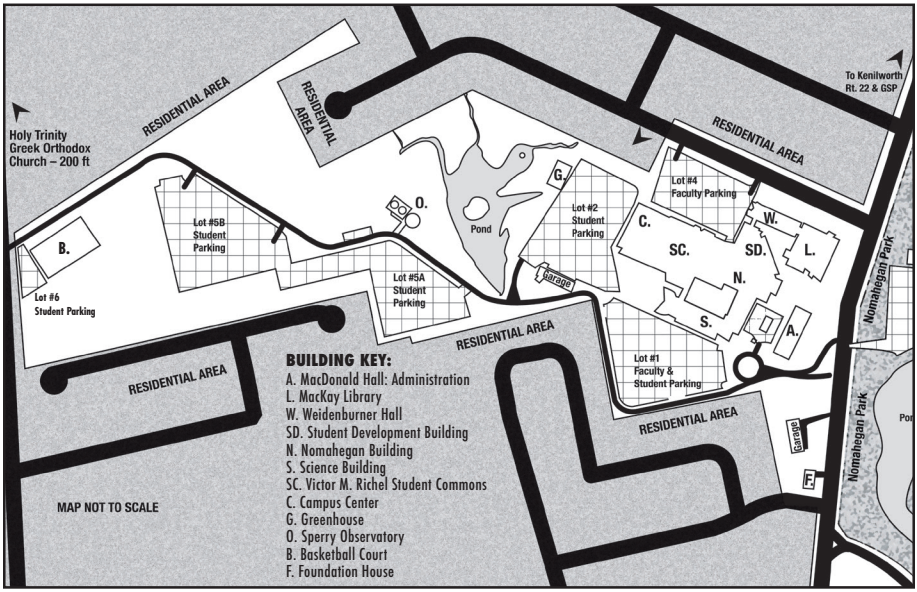
c) Students are permitted to park in the WHITE striped parking stalls in Lot 4 after 4:30 p.m.

d) Faculty/Staff parking is located in the YELLOW striped parking stalls in Lot 1 and in the entirety of Lot 4 between 7 a.m. and 11 p.m.

e) Alternate parking is available at the Holy Trinity Greek Orthodox Church located at 250 Gallows Hill Road, Westfield, NJ 07090. The church lot can be accessed by exiting the Campus, turning right onto Gallows Hill Road, and turning left approximately 200 feet from the College's main road into Holy Trinity's driveway.

f) Blue striped parking stalls are for disabled persons only who have obtained a permit for those stalls in addition to the state issued permit/ license plate.

UCNJ CRANFORD CAMPUS MAP



XXXII. ELIZABETH CAMPUS

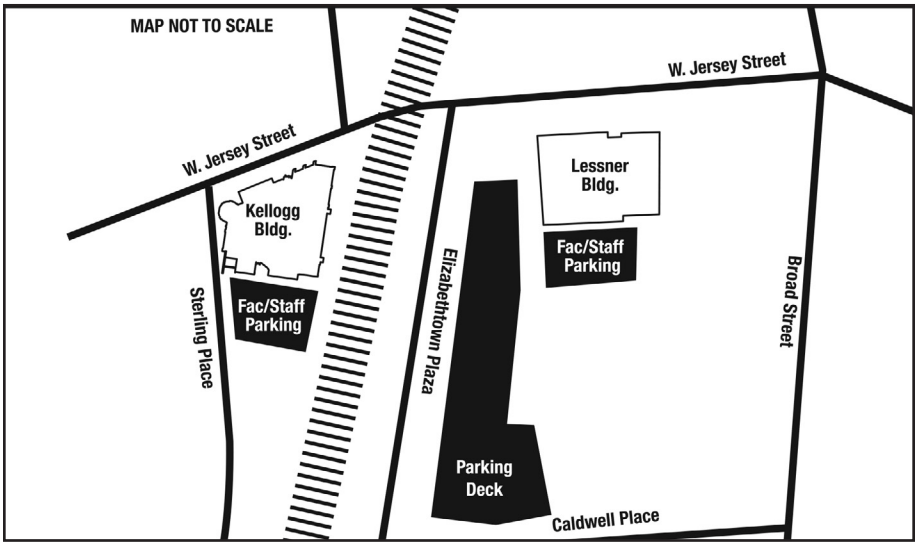
The Bollwage Garage, adjacent to the Lessner Building, is available to credit students, faculty and staff, with a total of 600 spaces on a first come first serve basis. A City of Elizabeth Parking Authority hang tag is required to gain access to the Bollwage Garage.

a) Faculty/Staff parking is located in the rear of the Kellogg and Lessner Buildings.

b) Handicapped parking is available in all three Elizabeth parking locations shown above. A handicapped parking permit must be issued by UCNJ in addition to the State of New Jersey permit/license plate. Consult the Department of Public Safety dispatch desk in the lobby's main entrance to apply for a handicapped parking permit.

Note: Elizabeth City Police enforce parking regulations and issue City Summons for most violations.

UCNJ ELIZABETH CAMPUS MAP



Parking regulations are in effect unless superceded by posted signage or verbal instruction from a public safety officer.

XXXIII. PLAINFIELD CAMPUS

a) Students are permitted to park in the WHITE stripped parking stalls in Lots 1 and 2.

b) Faculty/Staff parking is located in Lot 1 in the YELLOW stripped stalls.

c) Blue stripped stalls are for disabled persons only.

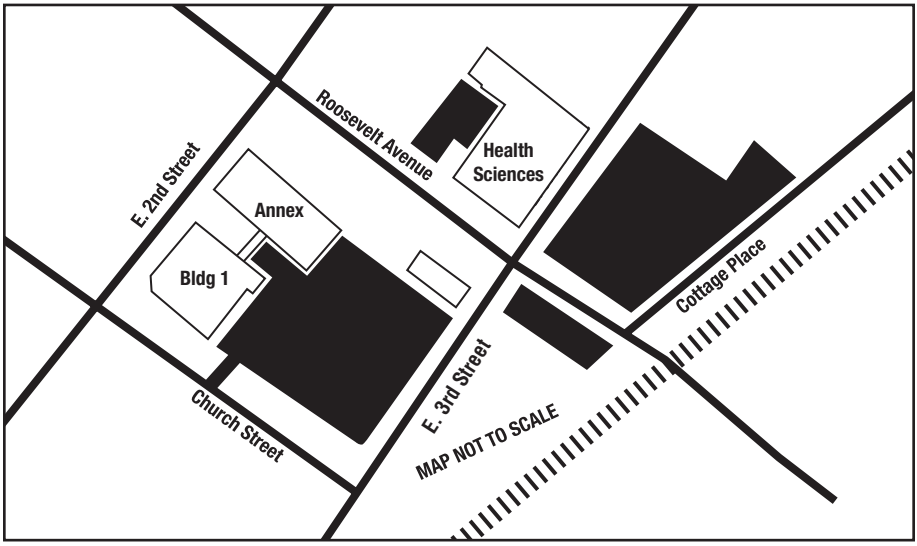
XXXIV. SCOTCH PLAINS CAMPUS

a) Students are permitted to park in the WHITE stripped parking stalls.

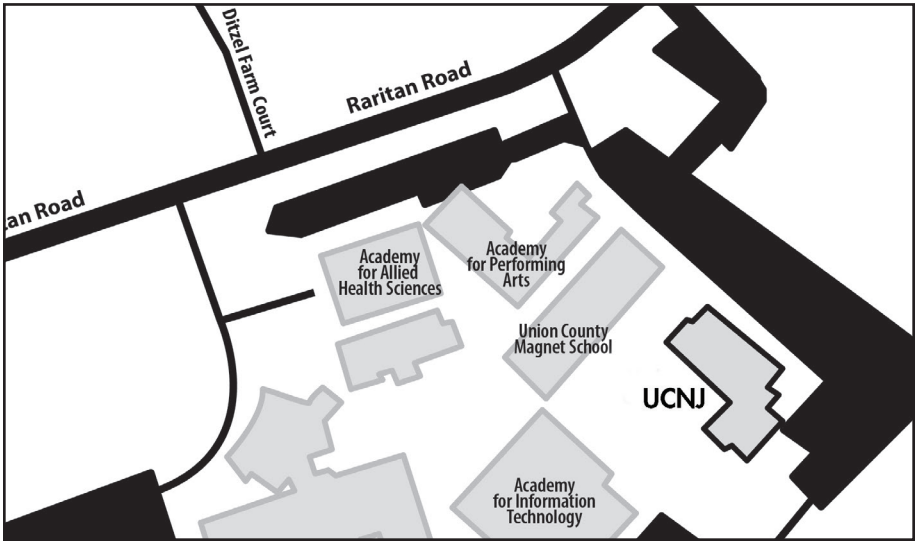
b) Faculty/Staff parking is located in the YELLOW stripped stalls.

c) Blue stripped stalls are for disabled persons only.

UCNJ PLAINFIELD CAMPUS MAP



UCNJ SCOTCH PLAINS CAMPUS MAP



XXXV. CRIME STATISTICS

CRANFORD CAMPUS

Offenses:	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
VAWA Offenses			
Dating Violence	0	0	0
Domestic Violence	1	0	1
Stalking	0	0	0
Arrests:			
Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

ELIZABETH CAMPUS

Offenses:	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	1	0
VAWA Offenses			
Dating Violence	0	0	0
Domestic Violence	1	0	0
Stalking	0	0	0
Arrests:			
Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

PLAINFIELD CAMPUS

Offenses:	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
VAWA Offenses			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

SCOTCH PLAINS CAMPUS

Offenses:	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
VAWA Offenses			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Crime statistics may also be obtained via the Internet directly from the U.S. Department of Education/Office of Post Secondary Education at the following website: www.ope.ed.gov/security/.

XXXVI. BIAS INCIDENTS/HATE CRIMES

Unlawful acts upon a person or property, committed on the basis of race, creed, color, ethnicity, sexual orientation or religion, seriously undermine the harmony and quality of life of the entire College community. Bias incidents/hate crimes, as they are termed, are intensively investigated by the local police once the matter is brought to their attention.

Bias Incidents/Hate Crimes, as reported below, are offenses committed in conjunction with one or more aggravating factors including: race, religion, sexual orientation, gender, disability, ethnicity, national origin, or gender identity.

College wide BIAS INCIDENTS/ HATE CRIME Statistics

Offenses:	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
VAWA Offenses			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests:			
Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

We at UCNJ believe an informed public is a safety conscious public. The preceding statistics, provide compliance with the law for your information as part of UCNJ's overall public safety and security program. If you have any questions please feel free to call the College's Public Safety Office at (908) 709-7152.

XXXVII. HUMAN RESOURCES ALERTS

The following radio stations and outlets announce school closings:

College homepage – www.ucc.edu

Social media Facebook
Twitter/X
Instagram

Faculty, staff, and students are automatically enrolled in UCNJ's emergency notification system to receive weather and emergency related closing information.

XXXVIII. REPORT SUSPICIOUS ACTIVITY AND VANDALISM IMMEDIATELY

For additional information and/or questions concerning the PUBLIC SAFETY AND SECURITY AT UCNJ, please contact the following personnel:

Director of Public Safety Cranford – (908) 709-7152

Public Safety Help Desks:

Elizabeth – Lessner Building
(908) 965-6070

Elizabeth – Kellogg Building
(908) 659-5159

Plainfield – (908) 412-3595

Scotch Plains Campus
(908) 222-5961/5964

XXXIX. UCNJ FIRE SAFETY INFORMATION

All campuses of UCNJ are equipped with fire safety systems, including fire alarms, fire sprinklers and portable fire extinguishers. Additionally, the kitchen areas of the Cranford Campus, the Plainfield Campus and the Kellogg Building in the Elizabeth Campus are protected by Ansul chemical fire suppression systems. The main IT machine room in the Cranford Campus is protected by a Sapphire chemical fire suppression system.

Any additional information regarding fire safety systems may be obtained from the main Public Safety Office, Room SD-108 in the Student Development Building on the Cranford Campus or by dialing 908-709-7152.

XL. EMERGENCY EVACUATION PLAN

The College has developed an Emergency Evacuation Plan, which will take effect immediately. Please become familiar with these procedures. Faculty/staff and students are to cooperate and follow the directions of the Campus Public Safety Officers and rescue personnel.

Once a Fire/Smoke Alarm is activated, the Public Safety Officer monitoring the Control Panel at the help desk or office will immediately notify the Fire Department by dialing 911; providing the dispatcher with the following information:

A) Name and address of building.

B) On what floor or area was the alarm activated.

C) Officer's name and telephone number.

BUILDING EVACUATION SIGNAL – CONTINUOUS RINGINGS OF BELLS, FLASHING STROBE LIGHTS AND/OR LOUD AUDIBLE SOUNDS AND LOUD SPEAKER MESSAGES.

Before a Fire Emergency

- Know the locations of fire alarm pull stations in your area. These stations are designed to be easily activated. The protective shields covering the stations at the gym are also easily lifted to activate the alarms
- Know the locations of emergency telephones. These units are self-dialing to the Public Safety Office, wait for the tone and speak
- Know the location of two exits in your area
- Know the location of fire extinguishers in your area. These units are normally activated by simply pulling out the security pin, and squeezing the handles
- Be aware of persons in your section who would have difficulty during an evacuation
- Be aware of any rooms where an alarm may not be heard as loudly, including bathrooms and photographic darkrooms

On Discovering a Fire

- Remove any person from immediate danger, if no such action would result in injury
- If you observe fire, smoke, or any evidence of fire, activate the fire pull station
- Faculty/staff, close all the windows of the room in which you are located
- Make certain all persons have left the room and close all doors
- PARTICULAR ATTENTION MUST BE GIVEN TO THE EVACUATION OF HANDICAPPED PERSONS
- After the faculty/staff has directed the students under his/her supervision to an exit route, he/she may, at their own discretion remain with the handicapped person at a rescue area until assistance/fire rescue personnel arrive.

Special Note: For handicapped persons or those requiring special assistance in the high rise structures (Elizabeth Campus, Lessner Building), a rescue area has been designated on every floor in the ladies bathrooms which contain a two-way communication system with the Public Safety control station on the ground level. Also, evacuation chairs are wall mounted near stairways to allow able-bodied persons to assist disabled persons evacuating floors other than the main egress floor. Please become familiar with the written instructions for using the evacuation chairs, which are posted on the wall near the chair. NOTE: Evacuation chairs should be used as a last resort, and only

during an actual emergency.(i.e. an active fire, smoke condition, etc.). The Elizabeth Campus bathrooms are equipped with wall mounted push button activated two-way communication speakers that allow handicapped persons or those with special needs to communicate rescue needs with the Public Safety control station. Low-rise structures i.e. the Cranford and Plainfield campus buildings must be exited. Handicapped persons unable to exit, should position themselves at or near a stairwell and await assistance.

- Go to the nearest exit and leave the building.
- Stay at least fifty feet from the evacuated building. Allow easy access for Public Safety
- Personnel and emergency apparatus. Keep clear of driveways
- Custodial personnel will check to insure that the building has been emptied, windows and doors are closed; fire doors at corridors are closed, and will then leave the building by nearest exit

On Hearing the Fire Alarm

- Students in classrooms and laboratories will be advised by their instructors to evacuate
- Alert all persons in your area if possible
- Evacuate using the nearest stairs (See section "Exiting")
- Time permitting, carry appropriate clothing for outside assembly
- Before leaving an office or classroom, check for the presence of a fire condition in the corridor as follows: Feel the door (from the bottom towards the top, feel also the door knob) before opening it, and see if it is warm to the touch within five seconds. If it is hot, DO NOT open the door (See section: "If You are NOT Able to Leave"). If the door is not warm to the touch, carefully open it a small amount with your body against it, so you may check for the presence of smoke in the corridor (See section: "Exiting")

If You Are NOT Able to Leave

- If you are unable to leave, REMAIN CALM, MAKE SURE TO UNLOCK YOUR DOOR so that a quick search is possible by rescue personnel. Seal the cracks around the door with towels or any available materials. Call the Public Safety Office if possible and let them know your location. If unable to make outside contact, open the window a few inches to allow fresh air and hang an object out of the window to alert the rescue personnel of your location
- If unable to get out of a room KEEP LOW TO THE FLOOR. If available, a wet towel or cloth placed over the nose and mouth can act as an effective temporary smoke filter

Exiting

- Do NOT use the elevators under any circumstances

In the event of an elevator emergency entrapment, the local fire rescue unit should be called to evacuate the person/s that may be trapped in the elevator.

XLI. ELEVATOR POWER SWITCH LOCATIONS:

Cranford Power Switches:

S119 – Electrical Room/Science Building

C226 – Elevator Machine Room/Campus Center – 2nd Floor

L-05 – Elevator Machine Room/Library Building – Bsmt.

H-20 – Elevator Machine Room/ Humanities Bldg. – Bsmt.

Opposite SD140 – Elevator Machine Room/Student Development Building 1st Floor

Elizabeth (Lessner Building) Power Switches:
Penthouse Motor Room
and Room LS-019

Elizabeth (Kellogg Building) Power Switches:
Room 544
and Room K-035

Plainfield Power Switches: Room L-03

Scotch Plains Power Switches: Rm. SP-113

Under no circumstances are any UCNJ personnel to make any attempt to open the doors or remove anybody from the elevators.

After the Fire Department has been notified, the elevator maintenance company must be notified of the entrapment. The Fire Department will turn off the power and free entrapped individuals, the elevator company must still respond to repair the cause of the original problem.

Key to elevator/Emergency elevator tool will be found at:

Cranford – Key Labeled #25

Elizabeth (Lessner Building) – Key labeled #17

Elizabeth (Kellogg Building) – Key labeled # CAA 32

Plainfield – Key labeled #444

Scotch Plains – Key labeled L-103

- If you feel the corridor may be used, proceed directly to the nearest exit/ stairway; after closing the door unlocked behind you
- When using the stairwell to evacuate, stay to the right, remaining close to the wall to allow the Fire Department to get to the fire floor
- If either fire or smoke blocks an exit, go to another exit

Once again, please become familiar with this Evacuation Plan and the areas which you are scheduled to occupy. Your safety and the safety of others may depend on it. UCNJ is equipped with many safety devices. Fire extinguishers, a state of the art fire/smoke detection system, sirens, strobe lights, two-way communication and other systems have been adopted to minimize the hazards associated with a fire.

The primary purpose of this policy is to protect the lives of our UCNJ community and any persons occupying our facilities. Although a specific Emergency Evacuation Chain of Command (EECC) is included in this policy, it is everyone's responsibility to provide assistance to others whenever possible without compromising oneself. It is everyone's obligation to cooperate with fire officials and personnel at the scene providing guidance to effectively neutralize the emergency.

NO PERSONNEL MAY RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO AFTER THE EMERGENCY HAS BEEN CLEARED. Fire Marshalls/Public Safety Officers will authorize re-entry into the buildings only after the emergency has been cleared by the local Fire Department. Persons failing to comply with instructions by emergency personnel are subject to arrest as a disorderly person.

EVACUATION EMERGENCY CHAIN OF COMMAND (EECC)

Fire Marshal (Public Safety Officers @ Help Desk Station)
Will establish a command center on the ground floor at the Public Safety Office/Help Desk Area. If this area is not available, the command center will be established at an alternate location (Elizabeth Campus, Lessner Building – The Plaza Area) (Kellogg Building, Room # 109) (Plainfield Campus – The Admissions Area). The Fire Marshal will serve as the liaison to the arriving Fire Departments units. The following information should be developed from reports received from the Floor Team Leaders and relayed to the arriving units:

A) Location of Fire

B) Size of Fire

C) Trapped or unaccounted persons

D) Occupied Areas of Refuge

E) Need for Emergency Medical Units

FLOOR TEAM LEADERS (Public Safety Officers & Facilities Department Personnel)
The Floor Team Leader or anyone observing a fire will be responsible for pulling the fire alarm if no one else has done so. After the alarm activation, the leaders will position themselves in the elevator lobbies on their assigned floors, preventing use of the elevators during the evacuation and redirecting occupants to the appropriate fire exit or area of refuge. The Floor Team Leader will relay any necessary information to the command center Fire Marshal. Furthermore, after people have evacuated the building, Public Safety personnel on duty will make sure that people do not congregate in front or rear of the building. Those exiting the building should go sufficiently far away (at least fifty feet or more)

from it, so as to avoid interfering with firefighters and rescue personnel at the scene.

FACULTY AND STAFF

Faculty and staff should perform a visual search of their respective office or assigned area relaying all information to the Floor Team Leader. Faculty and staff should assist in further evacuation or relocation to the refuge areas as deemed necessary by the Floor Team Leader. After the general population has vacated the floor, faculty and staff may, at their own discretion, assist all persons requiring assistance to descend down the stairs or relocating to a designated area of refuge.

SPECIAL INSTRUCTIONS FOR SPECIFIC CAMPUSES

CRANFORD CAMPUS

In the event of a Cranford Campus evacuation, for any reason, the following areas are where faculty/staff and students must relocate:

A) Parking Lots – Across the street from buildings, at least fifty feet away.

B) Alternate Buildings – As directed by Public Safety Officers/Faculty and Staff.

All persons must be directed to the above-mentioned areas, so that College personnel do not interfere with the emergency efforts. All doors of the College must be kept clear. Proceed to the instructed locations and do NOT block the entry points.

ELIZABETH CAMPUS

In the event of an Elizabeth Campus, Lessner Building evacuation, for any reason, the following are areas where faculty/staff and students must relocate:

A) Bank Lot – Located behind the Elizabeth Campus, Lessner Building.

B) Sidewalk – to the east away from the front of the building.

All persons must be directed to the above-mentioned areas, so that College personnel do not interfere with the emergency efforts. The front and rear doors of the College must be kept clear. Proceed to the designated locations and do NOT block the entry points. During the evacuation an audible message may be transmitted by way of the P.A. system.

Handicapped individuals are to be directed to the ladies room on each floor (2-7 and lower level). There will be a sign with a "Fire Emblem" and another sign indicating "Area of Rescue Assistance".

In the event of an Elizabeth Campus, Kellogg Building evacuation, for any reason, the following are areas where faculty/staff and students must relocate:

A) Sidewalk – behind the Kellogg Building and the open lot across the street.

B) Sidewalk – to the east away from the front of the building.

PLAINFIELD CAMPUS

In the event of a Plainfield Campus evacuation, all persons must relocate to the parking lot areas/safe areas, or as directed by Public Safety Officers, so that College personnel do not interfere with emergency efforts. All doors of the College must be kept clear. Proceed to the instructed locations and do NOT block the entry points.

SCOTCH PLAINS CAMPUS

In the event of a Scotch Plains Campus evacuation, all persons must relocate to the parking lot areas/safe areas, or as directed by Public Safety Officers, so that College personnel do not interfere with emergency efforts. All doors of the College must be kept clear. Proceed to the instructed locations and do NOT block the entry points.

XLII. EMERGENCY NOTIFICATION AT UCNJ

All UCNJ students, faculty, and staff are automatically enrolled in the emergency notification system. Notifications will be delivered to each person via e-mail, text message, and/or voice mail.*

** Weather closings utilizing the emergency notification system may be broadcast via text message only.*

How do I get more information? How do I opt out if I no longer want to receive notifications?
Please click the "Emergency Alert Notification System" link on the College's main web page and follow instructions.

Are there other ways to be notified of weather related emergencies? UCNJ provides multiple ways of finding out about weather related closings and delayed openings. Please see below for our media outlets:

- **CHECK WITH DIVISION FOR CLASS CANCELLATIONS**
- Emergency Weather Closings will be prominently displayed on the UCNJ homepage - www.ucc.edu
- Facebook
- Twitter/X
- Instagram

Besides emergency weather closings, what other notifications will I receive? The emergency notification system will be used in extreme emergencies, as well as campus-wide and weather-related closings.

This emergency notification system will help the College provide a safer environment, enhance emergency preparedness and keep our faculty, staff, and students better informed.

This service is a voluntary OPT-OUT service.

UCNJ
Union College of Union County, NJ

UCNJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

The following persons have been designated or can be reached to handle inquiries regarding Section 504 and Title IX.

Section 504 Coordinator: Amanda Nielsen, Coordinator of Universal Accessibility Services
1033 Springfield Avenue, Room SD-115, Cranford, NJ 07016
Phone: 908-659-5168

Title IX Coordinator: Vincent Lotano, Equal Employment Opportunity/Affirmative Action Officer
1033 Springfield Avenue, Room A-221, Cranford, NJ 07016
Phone: 908-709-7046

For further information please consult UCNJ's Public Annual Notification at
www.ucc.edu/about/PublicAnnualNotificationND.aspx