



# In Case of Emergency

## Life-Threatening Situation

**If you observe a serious injury or a threat to human life, call 911 on any telephone.**

**Or go to an Emergency Phone.** These phones are located throughout every campus. The phones are wall-mounted units that are self-dialing upon pressing the activation button located in the lower right hand corner of the call box. Calls are sent directly to the Public Safety Department where an officer will answer the call. In the event the caller cannot communicate with the officer, the emergency phone automatically displays the location of the call and plays a recording stating the location of the emergency.

**A Public Safety Officer will then be dispatched to the location to provide assistance.**

## Public Safety Office

If you observe a non-life-threatening situation that requires you to call a public-safety officer, DIAL "0" or

**CRANFORD:** Call x7152 if you are in an office and have access to an on-campus phone.  
Call (908) 709-0268, If no campus telephone is within reach.

**ELIZABETH:** **Lessner Building** – Call (908) 965-6070 **Kellogg Building** – Call (908) 659-5159

**PLAINFIELD:** Call (908) 412-3595

## Evacuation

If you need to evacuate the building because of a fire alarm or if required to do so by a police-, fire-, or public-safety official, walk calmly to the nearest exit as quickly as possible. Move to a location that is at least 300 feet away (or a football field length) from the nearest building. Remember: **If the nearest available exit is a door with an alarm—please use that door.**

## How to Respond When an Active Shooter is in Your Vicinity

### 1. EVACUATE

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

### 2. HIDE OUT

- 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. TAKE ACTION

- 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

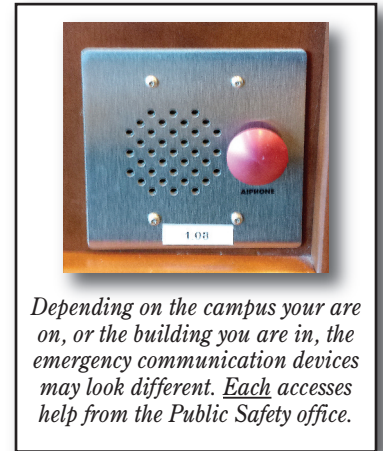
## CALL 911 WHEN IT IS SAFE TO DO SO

### 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

### INFORMATION 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



*Depending on the campus you are on, or the building you are in, the emergency communication devices may look different. Each accesses help from the Public Safety office.*

## Emergency Alert System

Union County College Students, Faculty and Staff automatically receive a text-message and email notification whenever there is an emergency situation (including a closing of the College). Students receive calls to whatever cell phone or other telephone number they provided with their application. They may change the number by visiting the Admissions Office of any campus. Employees receive calls based on their employee files. They may visit Human Resources if they wish to see or change the number on file.



*Transforming Our Community...  
One Student at a Time*