



*the County College  
of Monmouth*



# EMERGENCY MANAGEMENT PLAN

## QUICK REFERENCE GUIDE

LINCROFT CAMPUS

***Dial 911 For All  
Emergencies***

## **SECTION GUIDE**

|                  |                                                                              |
|------------------|------------------------------------------------------------------------------|
| <b>YELLOW</b>    | - General Info/Emergency Numbers                                             |
| <b>RED</b>       | - First Aid/Crisis Intervention                                              |
| <b>PEACH</b>     | - Emergency Messaging/Emergency Actions                                      |
| <b>ORANGE</b>    | - Armed Threat/Intruder/Shooter                                              |
| <b>GRAY</b>      | - Fire/Smoke Condition                                                       |
| <b>PURPLE</b>    | - Bomb Threat/Bomb Event                                                     |
| <b>SKY BLUE</b>  | -Civil Disturbance/Hostage<br>Taking/Child Abduction/Aircraft Down           |
| <b>GREEN</b>     | - Severe Weather/Earthquake/Pandemic<br>Failure/Emergency Closing of College |
| <b>NAVY BLUE</b> | - Communications Failure/Utility                                             |

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## **GENERAL INFORMATION AND CONTACT NUMBERS**

The Monmouth County Sheriff's Office operates 24 hours a day, 365 days a year under Sheriff Shaun Golden. It is a unique law enforcement agency designed specifically to serve the needs of the College community. The Monmouth County Sheriff's Officers receive the same police academy training and have the same authority as any New Jersey municipal officer. They have full arrest powers, and enforce criminal and traffic statutes as well as College policies and regulations.

It is the goal of the Monmouth County Sheriff's Office to serve equally all members of the College community--staff, students, and visitors--without regard to race, color, creed, ethnicity, sex, national origin, age, religion, veteran's status, marital status, handicap, or sexual orientation.

### **IMPORTANT TELEPHONE NUMBERS:**

#### **DIAL 911 FOR ANY EMERGENCY SITUATION.**

**FOR NON-EMERGENCIES**, DIAL **732-224-2222** (OR X2222 FROM ANY CAMPUS PHONE).

**ANONYMOUS TIPS ONLINE:** P3TIPS.COM  
[MONMOUTH COUNTY CRIMESTOPPERS  
OR X1999 FROM ANY CAMPUS PHONE]

There are '**Blue Light**' **emergency phones** located around the Lincroft campus and other BCC properties, and emergency buttons inside of each elevator. You will be automatically be connected with a Public Safety Telecommunicator [without dialing a phone number] on these devices.

The Sheriff's Office maintain mobile, bicycle, and foot patrols that cover the entire 220-acre campus. Officers are always in radio contact with County dispatchers and quickly respond to emergency situations and calls for assistance. The College Public Safety Director oversees the Security Officers and operations at the Brookdale regional locations.

The Sheriff's Office will assist students, employees, and visitors with a variety services including:

- Vehicle lockouts/Jumpstarts
- Motor vehicle accidents
- First Aid (College Police are certified in Basic First Aid, Narcan, CPR and the use of Automated External Defibrillators (AED)).
- Safety inquiries
- Lost & Found
- Special parking permits

#### **OUTSIDE RESOURCES:**

**SEXUAL ASSAULT HOTLINE:**  
1-800-264-HOPE

**RAPE CRISIS HOTLINE:**  
1-888-264-RAPE

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### **Media Requests**

All requests from newspaper, broadcast and online journalists for information about an emergency or other situation involving Brookdale Community College should be directed to the College Relations Department. If a College Relations representative is not available, calls should be directed to the Brookdale Community College Public Safety Director by calling 732-224-2351. As appropriate, the Director will then notify the Executive Director, College Relations.

## **SAFETY AND PREVENTION**

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### **Ways to Protect Your Belongings:**

- Lock your vehicle/Take the keys with you!
- Do not leave personal items unattended when you go to the bathroom or go on break.
- Lock your locker or office.
- Do not write down computer/account passwords/leave them in a place where they can be discovered by others

### **Ways to Reduce Your Risk of Sexual Assault and Other Crimes**

- 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.
- Walk with someone you do know and trust.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings.

### **Sexual Assault Victim's Rights:**

- You have the right to privacy. All information must be kept confidential. The fact that an incident occurred will be reported to police as required by the Clery Act but no other information will be shared without your permission.
- 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 available services.
- You have the right to institutional implementation of court-issued No Contact Orders/ Orders of Protection/Restraining Orders.
- You have the right to view the College's annual Clery Report located at the Monmouth County Sheriff's Office.

## FIRST AID/CRISIS INTERVENTION PROCEDURES/RESPONSE



**Severe Bleeding  
Shock  
Unconsciousness  
Heat Stroke  
(other medical emergency)**

### **Dial 911 for Police**

State your name, name of the injured/ill person, location, and type of emergency. Stay with the victim until an emergency responder arrives.



## FIRST AID/CPR/AED/NARCAN

The Sheriff's Office and Security Officers are able to respond to any first aid call. As needed, outside Emergency Medical Services can be called in to provide further treatment/transport.

Monmouth County Sheriff's Officers and Security Officers are certified in CPR and the use of AED equipment. Sheriff's officers are also trained and equipped to provide emergency Narcan treatments for apparent drug overdoses.

Brookdale Community College maintains Automated External Defibrillators (AED) in the following College locations:

- Sheriff's Office (accessible via dialing 911)
- Bankier Library [LIB]
- Performing Art Center Lobby [PAC]
- Warner Student Life Center Jersey Blues Dining Room [SLC]
- Robert J. Collins Arena (gymnasium) [ARENA]
- \* Larrison Hall [LAH]
- \* Counseling, Admissions, Registration building [CAR]
- \* Advanced Technology Center [ATC]
- \* Brookdale Recreation and Events Center [BREC]
- \* Automotive Technology Center [AUTO]
- \* Caroline Huber Wellness Center
- \* Cyber Security Center

## CRISIS INTERVENTION

Brookdale's professionally trained and New Jersey licensed counselors provide intermediary personal and psychological counseling to help students deal with relationship problems, feelings of anxiety and depression, substance use issues, family difficulties, and serious personal crises such as grief and loss, or sexual assault. Conversations are confidential and conducted in a safe, supportive, and accepting environment. For confidential appointments scheduled with a personal counselor, dial 732-224--2239.

### THE CRISIS HOTLINE:

732-224-2329, OR X2329 from any on-campus 'Zoom' phone. These lines default to the Monmouth County Sheriff's Office and Security Desks to always ensure a 24/7/365 response.

Brookdale also has special arrangements with the following 24/7/365 emergencies resources if you are having thoughts of suicide or harming yourself or others:

- **Monmouth Medical Center Psychiatric Emergency Services -Call (732)-923-6999**
- **2NDFLOOR Youth Helpline**  
2NDFLOOR Youth Helpline is always available to talk with you about any problem you are experiencing. If you are experiencing any form of distress or hardship, we are available 24/7 to problem solve, explore ideas, refer you to local resources, or just listen. Call or text us at 888-222-2228, visit our website at [www.2ndfloor.org](http://www.2ndfloor.org) or download our app by searching "2ndfloor youth helpline" in the App Store.

## ARMED THREAT / INTRUDER / SHOOTER

**Definition:** An armed threat/intruder/shooter is defined as someone who presents or is perceived as a threat to injure/kill persons with any sort of weapon/mechanism/vehicle. This situation can apply when verbal or physical situations present as a threat against the College.

### Procedures:

- Any person observing, or otherwise being made aware of an armed threat / intruder / shooter, can call 9-1-1, as soon as able to safely do so.
- Provide information that the dispatcher will need:
  - Have you or another been injured?
  - What weapon and/or explosives are involved/displayed?
  - Do you believe shots were fired? Explosion?
  - What is the location/direction of travel of the subject? Description of the person?
  - Did the subject say/threaten anything/anyone?
  - Was there more than one subject involved?
- Employ the principles of 'Run, Hide, Fight,' and lead students in the classrooms through the following steps
  - **Run** from the scene if you believe that it is safe to do so.
  - **Hide** if the threat is close:
    - Lock entrance doors.
    - Turn out lights.
    - Barricade the door if there's time; DO NOT let anyone in, DO NOT respond to knocks.
    - Silence, but do Not turn off cell phones; DO NOT answer in-house phones if they ring.
    - Hide out of view of windows and doors in a way that spreads people out.
    - DO NOT EVACUATE if a fire alarm sounds, unless there is fire/smoke present/there's a threat to life.
    - Fashion weapons items within the classroom in case there's a need to fight.
    - Have a PLAN to fight. Look for alternate escape routes.
    - Call 9-1-1 if you need an emergency response for first aid/other. Try and assist those who may be injured.
  - **Fight** as a last resort, but fight with all you have. Use the plan and fashioned weapons to help defend yourselves.
    - When a threat/emergency exists an emergency message will be sent out. When the threat/emergency is resolved, another message will advise of that. Monitor messages via cell phones which should be silenced, but not turned off.
    - When in a safe location, advise police of any important information that you may have acquired about the subject/incident.
    - A lock-down order does NOT mean that there is a confirmed active shooter on grounds. 'Reports' of armed threats/intruders is enough to initiate a lockdown out of abundance of caution. Follow-up messaging will be made to the community as soon as determinations can be made about the reported threat. As always, try and stay calm and keep students calm.

## **EMERGENCY MESSAGING**

**Description:** Emergency messages can be either 'Timely Warnings' or 'Emergency Notifications' and they are issued by the Monmouth County Sheriff's Office or other authorized personnel for specific reasons.

### **Timely Warnings:**

Whenever certain serious crimes have been reported within Brookdale Community College geography, and whenever those reported crimes poses a serious and ongoing threat to the College community, a Timely Warning is issued by the College. Timely Warnings contain certain important information, including a description of the crime that was reported and the location of the alleged crime. The Timely Warning does not confirm that the alleged crime occurred, and will not be sent out if there is no continuing threat [e.g. an arrest was made]. The Timely Warning will include information about how to help one avoid becoming a victim of a similar/future crime. These notification messages may be sent out to the community via text messages, Brookdale emails, audible messages over in-house telephones, desktop computer notifications, electronic sign messages, and social media/website posts depending upon the circumstances.

**Emergency Notifications:** Whenever a **confirmed** emergency or dangerous condition exists on College property, and the situation presents itself to threaten the health/safety of the College community, an Emergency Notification message is sent out. Such dangerous conditions could include an armed threat/intruder, serious weather threats, a fire, or other man-made or naturally occurring threat. These notification messages may be sent out to the community via a text message, College email, audible messages over the in-house telephones, desktop computer notifications, electronic sign messages, and /or social media posts depending upon the circumstances.

Both Timely Warnings and Emergency Notification messages may or may not include a directive to initiate a Lock-down, an Evacuation, or a Shelter-in-Place emergency action. Follow-up messages will advise when there is new information for the community about the incident. When an emergency situation is resolved, another message will be sent out to advise of the same.

- It is important to understand that a Lock-down, Evacuation, or Shelter-In-Place order may be made in response to a reported threat/crime. A reported threat/crime does not mean that the community is in imminent danger or under attack. The reported threat/crime may prove to be false/misstated. Emergency actions are ordered out of an abundance of caution to ensure that the community is as safe as possible while first responders work to fully resolve any real threat.

## **LOCKDOWN**

**Description:** Lock-downs are initiated when the community in a particular campus/area is exposed to a reported serious threat, like an active shooter/intruder/significant risk to life. The principles of 'Run, Hide, Fight' are employed to provide community members with strong guidance on how to protect and separate themselves from the threat.

### **Procedures:**

- A lock-down may be initiated by means of a verbal face-to-face order, an emergency message, or other method of communication.
- Whenever an evacuation is ordered, the College will send out an emergency message to the community.
- **'Run'**- If you are safely distanced from the threat, 'run' away from the threat area.
- **'Hide'**- If the threat is in close proximity to you, do your best to lock/secure yourself inside a safe room, turn out the lights, silence cell phones, 'hide' from window views, and stay silent. Prepare/PLAN to defend yourself, (including by fashioning an item as a weapon) in case it becomes necessary to do so.
- **'Fight'**- If you cannot avoid a direct interaction with the threat, be prepared to fight to protect your life.
- When the emergency has cleared, the Sheriff's Office will advise of the same via the messaging system, so monitor your (silenced) cell phones/devices for updated information.



## EVACUATION

**Description:** When a situation arises that requires individuals to evacuate from a threatened or affected area, the evacuation of that building, or area of campus/property will be ordered.

### Procedure:

- Any authorized employee can declare an evacuation, but it will usually be declared by the Sheriff's Office, Fire Dept, or an Executive College Officer.
- Evacuations may be initiated by an emergency message, fire alarm activation, a verbal face-to-face notification, or other method. This is signaled by either an audible or visual (strobe) alarm or both.
- Upon receiving such notification, occupants of the building should walk quickly and calmly [DO NOT RUN] to the nearest marked building exit. If you are in the Main Academic Complex/Megastructure [LIB/CHHANGE/MAC/MAN/MAS/ATC/CAR] you need to evacuate the entire COMPLEX, not just the building you are in. This also applies to any other adjacent building.
- DO NOT USE ELEVATORS.
- Have occupants quickly collect items that they may need if the evacuation ends up lasting a very long period of time.
- Turn off Bunsen burners, gas jets, coffee pots and items that may be fire hazards.
- As time allows, employees should be the last one to leave the room, and should make sure that windows and doors are closed, but NOT LOCKED. Employees should lead students and community members out the closest exit doors.
- Report to the nearest Emergency Assembly Area [EAA] and account for personnel/students under your control so it will be known if all individuals exited the building/area. If directed by emergency message/other means of communication to evacuate the entire campus, an emergency message will advise where to report to. Avoid using personal vehicles, as this may result in exceptional exiting traffic. Evacuees need to try and stay at least 300 ft from the buildings.
- Continue to monitor your smartphones/electronic devices for updated information.

### **TO BE READ BY THE INSTRUCTOR TO CLASS AT THE START OF EACH SEMESTER:**

"Emergency evacuation may be required when there is an actual or potential danger to the occupants of any building as a result of fire or another emergency situation. When a fire alarm is sounded, all occupants must leave the building via the nearest safe exit. The two closest exits from this classroom are \_\_\_\_\_ and \_\_\_\_\_ (*Faculty member to identify prior to the beginning of class*). Proceed immediately to the designated emergency assembly area (EAA) and remain 300 feet from any building. The emergency assembly area for this building is \_\_\_\_\_ (*Faculty member to identify*). Students need to check in with their faculty instructor once at the assembly area. All walkways and roads must remain clear for emergency vehicles. Take all belongings with you. You will remain there until the all clear is announced."

### Evacuation Procedures for Individuals with Special Needs

Individuals with disabilities are permitted to stay inside the building for drills/emergencies if they are non-ambulatory and when they need assistance exiting from either above or below ground level. Police officers are capable of assisting the evacuation of persons with a motorized evacuation chair. Elevators should NOT be used unless authorized by the Police/Fire department personnel.

If a person cannot evacuate from a building on one's own, that person should be directed/led to a safe location/room, preferably one with a window, telephone, and a solid door/'Area of Rescue Assistance.' From this location, 9-1-1 can be called in an emergency, and the first responders can rescue the person from the room/area. **KNOW the number of the room.**

Employees should assist all of those who need assistance, including, but not limited to those who are sight impaired.

Students who are disabled should complete and submit their 'Disability Alert Forms' and submit the same to the Disability Services.

| EMERGENCY ASSEMBLY AREAS [EAA] LINCROFT CAMPUS FOR BUILDING EVACUATIONS |                                                                  |                                         |
|-------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------|
| BUILDING                                                                | PRIMARY EAA                                                      | ALTERNATE EAA                           |
| Advanced Technology Center (ATeC)/[CPS]                                 | EAA# 4/Grass area south of Lot 5                                 | EAA #5 by Tennis Courts                 |
| Automotive Center [AUT]                                                 | EAA# 4/Grass area south of Lot 5                                 | EAA# 5 by tennis Courts                 |
| Business Administration Center (BAC)                                    | EAA# 1/Grass courtyard, West side of the building                | Grass areas along Lot 3 and Campus Dr   |
| Center for Visual Arts (CVA)                                            | EAA# 2/Grass courtyard West side of building                     | EAA# 1/grassy areas by LAH Courtyard    |
| Collins Arena (Gymnasium) /CUP/ BREC/Fitness Center                     | EAA#5/Tennis Courts/Outside basketball courts                    | EAA# 4/grassy areas by Lot 5            |
| Counseling., Admissions and Recruitment (CAR)                           | EAA# 3/East side of the building                                 | EAA#1/grassy areas by LAH Courtyard     |
| Day Care Center-Voyagers (CLC)                                          | EAA# 1/Grass courtyard, West of MAN                              | EAA# 3/West of MAN                      |
| Gorman Hall [GOR]                                                       | EAA# 3/West of GOR                                               | EAA# 4/South of GOR                     |
| High Tech High School [HTHS]                                            | EAA# 3/Grass courtyard, West side of building                    | EAA# 5/South-HTHS, by Tennis Courts     |
| Larrison Hall [LAH]                                                     | EAA#1/Grass courtyard, South side of building                    | EAA# 2/grassy area by Monmouth Museum   |
| Library [LIB]/CHHANGE/KEYS                                              | EAA# 3/Grass courtyard, East side of building, adjacent to Lot 5 | EAA# 2/grassy area by Monmouth Museum   |
| Main Academic Complex [MAC]                                             | EAA# 3/Grass area front of buildings, adjacent to Lot 5          | EAA# 6/Nature Trail that leads to Lot 1 |
| Main Academic North [MAN]                                               | EAA# 3/Grass area in front of buildings, adjacent to Lot 5       | EAA# 6/Nature Trail that leads to Lot 1 |
| Main Academic South [MAS]                                               | EAA# 4/Grass courtyard, Southeast side of the building, by Lot 5 | EAA# 6/Nature Trail that leads to Lot 1 |
| Maintenance/CRAM/Print Shop/Police                                      | Grass area between Print Shop & Police Station                   | Thompson Park Ball Fields               |
| Monmouth Museum [MUS]                                                   | EAA# 2/Grass courtyard, North side of the building               | EAA# 1/grassy areas by LAH Courtyard    |
| Performing Arts Center [PAC]                                            | EAA# 1/Grass courtyard, East side of building                    | EAA# 2/grassy area by Monmouth Museum   |
| Student Life Center/Follett/Culinart                                    | EAA# 6/Nature Trail to Lot 1                                     | EAA# 5/by Tennis Courts                 |
| Wall Regional Location                                                  | North Parking Lot/grass medians                                  | South Parking Lot, by Baseball Fields   |
| Freehold Regional Location                                              | Eastern Grass Area at EAA sign                                   | Northwestern parking lot/grass area     |
| Neptune Regional Location                                               | North Parking Lot/grass area                                     | Eastern parking lot/grass area          |
| Hazlet Regional Location                                                | Grass area of West Parking Lot                                   | Grass areas of South Parking Lot        |
| Long Branch Regional Location                                           | Northern side/parking lot/sidewalk                               | Eastern side/parking lot/sidewalks      |

Revised 9/2023

**Lincroft Campus:**

**Wall Location:**

**Freehold:**

**Hazlet:**

**Long Branch:**

**Neptune:**

North = Rt 520; South = Phalanx Road; West- Reservoir side; East- Campus Dr;

North-Near Camp Evans; South-Towards Belmar Blvd; West-Vacant Lot; East-Old Bldg

North-Field side; South- Parking Lot; West- Rt 33 side/Rear; East-Rt 9 side

North-Park Side; South-Bus Stop Side; West- Across Street; East-Back Parking Lot

North-by Firehouse; South-Main St; West- McDonalds; East- Far end of Parking Lot

North- Parking Lot side; South- Towards Rt 33; West-High School side; East-Back Exit/Lot

## **SHELTER-IN-PLACE (SIP)**

**Description:** When an unstable/possibly unsafe situation outdoors occurs [due to severe weather, biohazards, an off-campus criminal threat, etc.] a Shelter-in-Place order may be initiated. Also known as 'reverse evacuations,' Shelter-in-Place orders are meant to separate external threats from the community by having people from outside come inside, and people inside take protective actions as needed [e.g. move away from windows].

**Procedures:** A Shelter-in-Place may be initiated by means of a verbal face-to-face notification, an emergency message, or other method.

Whenever a Shelter-in-Place is ordered, a message will be sent out to the community to explain the situation.

Depending upon the type of emergency/situation, the Shelter-in-Place message may advise the community to lock doors to rooms, to move to the center/higher/lower section of the building, to move away from windows, etc. HVAC and other systems may also be ordered to shut down.

Those outside of buildings will be advised to go directly inside of the closest shelter/building.

When the emergency condition has cleared, the College will advise of the end of the SIP via the messaging system.



## FIRE/SMOKE CONDITION

**Definition:** A fire/smoke condition that is accidentally created and that may cause injury to persons or damage to the College.

### Procedures:

- Anyone who sees/smells or otherwise detects a fire/smoke condition should make the notification by calling 9-1-1.
- Other notification methods of a fire/smoke condition may come via an automatic sensor/detector activation, manually pulled alarms, face-to-face notification, or via an alarm monitoring service/police dispatcher.
- Any evacuation scenario will result in the issuance of an emergency message so that the entire campus/property is aware of the situation.
- If an employee knows of the cause of an activation, that person should advise the Monmouth County Sheriff's Office/first responders as soon as possible.
- When evacuating, follow the principles of the Evacuation plan and continue to monitor emergency messaging for new information.
- In the event you discover a fire or become aware of fire/smoke condition, know the following acronyms:

### Smoke or fire that is VISIBLE

|                             |                                                                                                                                                                                                                                                                        |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> ESCUE              | Rescue anyone in immediate danger from the fire, if possible. Do not jeopardize your own safety. Before entering a room, the door should be checked for heat by placing the back of your hand on the door.                                                             |
| <b>A</b> LARM               | Pull the nearest fire alarm box and contact Police from a safe location. Give the exact location of the fire.                                                                                                                                                          |
| <b>C</b> ONTAIN             | Close all doors on the way out.                                                                                                                                                                                                                                        |
| <b>E</b> XTINGUISH/EVACUATE | If it is safe to do so, small controllable fires should be extinguished using the guidelines below. Staff members should assist in the evacuation of students and other staff members. Prepare by knowing 2 routes to exit your location. <b>Do not use elevators.</b> |

### How to use a fire extinguisher

|                 |                                              |
|-----------------|----------------------------------------------|
| <b>P</b> ULL    | Pull the pin.                                |
| <b>A</b> IM     | Aim the nozzle at the base of the flames.    |
| <b>S</b> QUEEZE | Squeeze the handle.                          |
| <b>S</b> WEEP   | Sweep the agent over the base of the flames. |



## BOMB EVENT OR BOMB THREAT

### Definition

A bomb event is any explosion, whether or not a bomb causes it. A bomb threat is a situation where an explosive device has been reported or is suspected to be at a given location on College property.

There are three likely methods of receiving a Bomb Threat –1] Telephone, 2] Letter/E-Mail/Delivered Package, or 3] Face-to-Face

### Procedure

If you receive a bomb threat, stay calm. As plausible, signal an associate to leave the area and call 9-1-1 from a safe location.

*If received by phone*, have another associate assist in listening in or in **completing the 'Bomb Threat Checklist.'** Keep the person talking and obtain as many details as possible. Write down the caller's Caller ID phone number and **DO NOT HANG UP your phone even if the caller hangs up.** Attempt to identify the precise location of the device, when it will explode, what it looks like, what will make it detonate, and why it was placed on the property

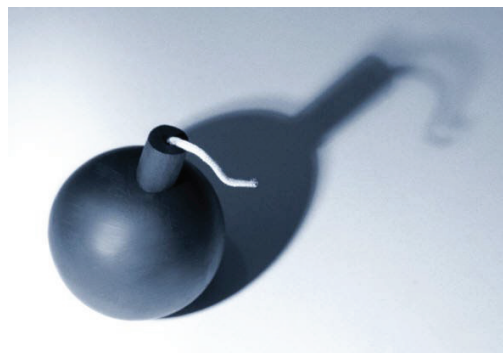
*If the threat is received by email/letter/package*, put the letter down and quietly evacuate the room, locking it behind you. Call 9-1-1 as soon as you are in a safe area, and convey as much information as possible about the situation/location of the item to the police.

*If the threat is received by face-to-face verbal communication:*

Call 9-1-1 as soon as you are in a safe area, and convey as much information as possible about the situation/person to the police. Stay away from the individual, but attempt to monitor the location of the potential threat without confrontation. Do not challenge the person. Do what you can to keep others from entering the area.

Do not touch, cover, or otherwise handle any suspicious item/possible bomb.

Do not use walkie-talkies/radios, flash photography, or similar items within 300 feet of any suspicious item. Any determination on a possible evacuation or other action will be determined by the police. If you see or hear anything or anyone suspicious as you leave an area/building, report that information to the police as soon as plausible. Monitor your phone/electronic device for additional emergency messages, which may call for an emergency action to take place, and/or redirection of personnel to/from an established evacuation area.



## BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

### EXACT WORDING OF BOMB THREAT

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_  
Age: \_\_\_\_\_ Length of call: \_\_\_\_\_  
Telephone number call is received at: \_\_\_\_\_  
Time call received: \_\_\_\_\_  
Date call received: \_\_\_\_\_

### CALLER'S VOICE

|                |                |
|----------------|----------------|
| _____ Calm     | _____ Nasal    |
| _____ Soft     | _____ Angry    |
| _____ Stutter  | _____ Loud     |
| _____ Excited  | _____ Lisp     |
| _____ Laughter | _____ Slow     |
| _____ Rasp     | _____ Crying   |
| _____ Rapid    | _____ Deep     |
| _____ Normal   | _____ Distinct |

|                                                               |                       |
|---------------------------------------------------------------|-----------------------|
| _____ Slurred                                                 | _____ Whispered       |
| _____ Ragged                                                  | _____ Clearing Throat |
| _____ Deep Breathing                                          | _____ Cracking Voice  |
| _____ Disguised                                               | _____ Accent          |
| _____ Familiar (If voice is familiar, who did it sound like?) |                       |

### BACKGROUND SOUNDS

|                     |                         |
|---------------------|-------------------------|
| _____ Street Noises | _____ Factory machinery |
| _____ Voices        | _____ Crockery          |
| _____ Animal Noises | _____ Clear             |
| _____ PA System     | _____ Static            |
| _____ Music         | _____ House noises      |
| _____ Long distance | _____ Local             |
| _____ Motor         | _____ Office machinery  |
| _____ Booth         | _____ Other (explain)   |

### BOMB THREAT LANGUAGE

|                   |                                    |
|-------------------|------------------------------------|
| _____ Well spoken | _____ Incoherent                   |
| _____ Foul        | _____ Message read by threat maker |
| _____ Taped       | _____ Irrational                   |

REMARKS: \_\_\_\_\_

Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_

## SEVERE WEATHER/EARTHQUAKE

**Definition:** Severe weather may be described as any aspect of the weather that poses risks to life or property or requires the intervention of authorities. Examples of such weather may include, but are not limited to, hurricanes, tornados, and blizzards. Earthquake's are a sudden and violent shaking of the ground, which can sometimes cause damage/injury/death.

### Procedures:

- **EARTHQUAKE:**

- Employees should direct students and others to :
  - **DROP** down to your hands and knees.
  - **COVER** your head and neck/entire body under a table or desk. For those that cannot immediately identify a table or desk, they should get down near an interior wall and cover their heads/necks with arms, hands, and other readily available objects. **Move away from glass/windows!**
  - **HOLD ON** to the table/other that you are using as cover/shelter until the shaking stops. Be prepared to move to another location/shelter if need be.
- When an earthquake occurs, the College will issue an emergency message, and the message will advise if an evacuation or other emergency action is needed by the community.
- Account for students and those who work in your area, as soon as it is safe to do so.
- Subsequent emergency messaging will advise as to when the emergency is over, and/or when other actions need to be taken, so keep electronic devices on.

- **SEVERE WEATHER:**

- Employees will receive an emergency message when severe weather is imminent, and the message will advise them/ community members on the need to take emergency action, including possibly a Shelter-in-Place, especially for those who are outside of shelter.
- Depending upon the type of event and circumstances, the community may be asked to move away from windows, to an interior, upper or lower portion of the building, or another area deemed to be safe.
- Subsequent emergency messaging will advise as to when the emergency is over, and/or when other actions need to be taken, so keep electronic devices on.

## PANDEMIC

**Definition:** A pandemic is a sudden outbreak of a disease that becomes very widespread, person-to-person, and affects a whole region, continent, or the world. There is little or no immunity to the disease among humans, which causes a higher than normal degree of mortality.

### Procedures:

- The pandemic plan is activated whenever someone attains proof or information which would lead a reasonable person/agency to believe that a pandemic is at hand.
- Guidance on how to respond will come via messaging from the College, and the College's guidance will come from those agencies and authorities that govern over such events.
- Objectives may include switching to remote learning and/or closing the College.

## **CIVIL DISTURBANCE**

**Definition:** A civil disturbance is defined as a gathering of people that reaches a state of disorder/unlawful behavior. It is automatically an emergency condition since the presence of the group interferes with normal College function and access.

### **Procedures:**

- A declaration of a civil disturbance may occur when the size, location, degree of interference with College operations, the likelihood of damage, and/or the penetration into critical areas becomes an issue.
- Community members may be advised to take emergency action [e.g. Lock-down, Shelter-in-Place, Evacuation] based upon the specific conditions and the changes in conditions, so monitor emergency messaging.
- If an emergency/threat exists in your area, call 9-1-1. Otherwise, follow directions as provided via the emergency messaging.
- When the situation has subsided, a final emergency message will advise that the emergency is over.

## **HOSTAGE TAKING/CHILD ABDUCTION**

### **Definition:**

- **Hostage** taking is defined as the forcible holding of a person with the intent to publicly obtain some desired action or reward.
- **Child Abduction** is defined as the unauthorized taking of a child from the campus.

### **Procedures:**

- Upon becoming aware of any hostage taking or child abduction, call 9-1-1.
- An emergency message will be sent out to advise of the situation and any emergency action [Lock-down, Shelter-in-Place or Evacuation] that needs to be taken.
- From a safe location, call 9-1-1 to advise the Police of any additional information that you become aware of.
- If injured or if you need the police to respond to your location on an emergency basis, call 9-1-1.
- Monitor emergency messaging for updates on the situation.

## **AIRCRAFT DOWN**

**Definition:** An aircraft down incident would be one where an occupant-carrying motorized/fueled aircraft crashes onto/near Brookdale property, causing injuries, loss of life, and extensive property damage.

### **Procedures:**

- An event of this magnitude will be obvious, and the Brookdale Police and 9-1-1 calls will initiate the plan activation.
- An emergency message will be sent to the community to advise on whether to remain in the area, Shelter-in-Place, or to evacuate the campus, and how/where to evacuate to.
- First responders will direct students and others away from the area of the crash for a variety of safety reasons.
- Community members should keep their electronic devices on their person so that they can receive regular and updated information on the situation.
- If there is a emergency/risk to life in the area/evacuation area, call 9-1-1 and move from the unsafe location.



## COMMUNICATIONS FAILURE

**Definition:** Communications failure is the loss of the ability to transfer messages between two or two or more locations. External communications failure is defined as the inability of the College to transfer messages to and from the outside world. Internal communications failure is defined as the inability to transfer messages within the College. The loss of communication may or may not be obvious.

**Procedures:**

- Upon receiving information of an internal or external communications failure, including the failure of any component of the of the communications system telephones, computers, PA systems, etc, the reporting person calling about a problem on the Lincroft campus may report the situation by calling Facilities, Extension 2299. If calling from one of the regional locations, the number is 732-224-2222, or if an emergency 9-1-1.
- As needed, broadcast email messages/other notification methods shall be employed to advise/update the community on the situation/current status.
- The Monmouth County Sheriff's Office can be contacted via their non-emergency number 732-224-2222 or in an emergency, by calling 9-1-1.

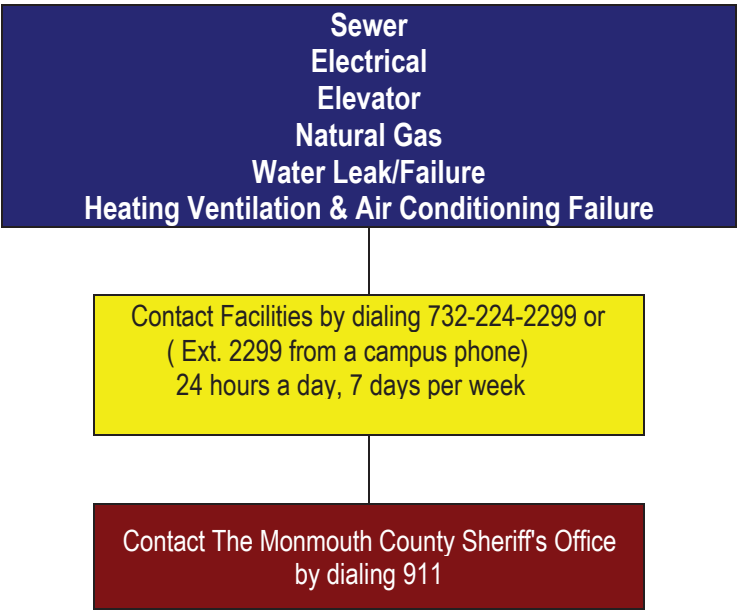
## UTILITY FAILURE

**Definition:**

- Sewer/Plumbing Failure is defined as a failure that occurs when any part thereof fails to operate properly.
- Electrical Failure is defined as the loss of commercial electrical power, such that electricity driven systems and equipment are inoperative.
- Elevator Failure can occur both when a person is inside an elevator and when it is unoccupied.
- Gas Failure/Leak occurs when there is a cessation of natural gas supplied or when the smell of natural gas is noted.
- Water Leak/Failure occurs when any part of the distribution system fails, or when any rupture/significant leak is found.
- Boiler/Hot Water Failure- occurs when a boiler or major steam equipment fails.
- HVAC Failure occurs when any condition that prevents normal functioning of the heating, ventilation or air conditioning system, creating a potentially unsafe condition for the community.

**Procedures:**

- Any person who becomes aware of such a failure should immediately make contact with Facilities to initiate a response..
- If stuck inside an elevator, press the emergency button in the elevator to make contact with a police dispatcher, or call 9-1-1.
- If there's an electrical failure, keep students/personnel out of dark places, and walk in pairs/groups if there's a need to exit.
- Move personnel to a safe location [self-evacuate] if the occupied area seems unsafe, and try to prevent others from entering that area. A formal evacuation or other directions/guidance may be given by Facilities or the Sheriff's Office, so monitor emergency messaging.
- If evacuated, follow evacuation protocols, including reporting to an established evacuation area and accounting for evacuated personnel. Depending upon the emergency, evacuated personnel may be moved to a different location by first responders.
- Immediately report any related illness/injuries to the Police/call 9-1-1.
- If any unsafe areas are found [e.g. flooding in a hallway], immediately advise Facilities or the Police of the situation.
- Upon return to work area/classroom, account for and report on any damaged items/property.



**CLOSING THE COLLEGE**

**Definition**

Weather related or other emergency condition(s) necessitating the closing of the College.

**Procedures**

If the College decides to cancel classes or close entirely due to an **emergency**, notification channels include:

- Rave Text Alert system
- Zoom campus phone intercom system
- Employee voicemail/email
- Alertus desktop notification
- Recorded message on College’s main number
- Campus entrance signs
- Brookdale website
- Local media
- Social media – Facebook and Twitter

The President, or designee, will determine closings and/or cancellations. When announcing closings and/or cancellations, all affected locations, including the regional (off campus) sites, will be specified by the President’s Office.

Notification of the closing of one of Brookdale's regional locations will be accomplished via phone chain to the employees of the facility, originating at the office of the Vice President of Learning.

Closing information for a regional location will also be provided on social media, the Brookdale website, through a Rave Text Alert, and may include other channels as noted above.

Whenever possible, the decision to cancel classes or close the College will be made by 6:00 a.m. for daytime activities and by 3:00 p.m. for evening activities.

Media notification for **weather** related closings include:

- WBJB 90.5 FM radio
- TV News 12 NJ
- WCBS – TV Channel 2

Recorded information regarding closings will be made to the general public on the College’s main telephone number at 732-842-1900 and through the College’s voicemail system (broadcast feature) for all staff assigned extensions.