



HUDSON
COUNTY
COMMUNITY COLLEGE

Hudson is Home!

EMERGENCY MANAGEMENT

QUICK REFERENCE GUIDE



Journal Square Campus
North Hudson Campus

2022



National Terrorism Advisory System (NTAS)

(December 2015)

www.dhs.gov/advisories

NTAS Bulletins will provide information describing broader or more general trends and current developments regarding threats of terrorism. They will share important terrorism-related information with the American public and various partners and stakeholders, including in those situations where additional precautions may be warranted, but where the circumstances do not warrant the issuance of an “elevated” or “imminent” Alert.

An NTAS Bulletin will summarize the issue and why it is important for public awareness, outline U.S. Government counterterrorism efforts, and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.

NTAS will now consist of two types of advisories: **Bulletins and Alerts**. If there is sufficient information regarding a credible, specific terrorist threat against the United States, such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, DHS will share an NTAS Alert – either *Elevated* or *Imminent* – with the American public.

Bulletin

- Describes current developments or general trends regarding threats of terrorism.

Elevated Alert

- Warns of a credible terrorism threat against the United States.

Imminent Alert

- Warns of a credible, specific and impending terrorism threat against the United States.

Note: The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate, or respond to the threat.



HOW YOU CAN HELP

Recognize signs of potential radicalization to violence. For more information visit:

<https://asi.ncirc.gov/>

Report threats or suspicious activity to the FBI or your local authorities. Contact info for FBI Field Offices can be found here:

<http://www.fbi.gov/contact-us/field>



BE PREPARED

Expect increased security across most U.S. cities and plan ahead to anticipate delays and restricted/prohibited items.

In populated places, be responsible for your personal safety. Make a mental note of emergency exits and locations of the nearest security personnel. Keep cell phones in your pockets instead of bags or on tables so you don't lose them during an incident. Carry emergency contact details and any special needs info with you at all times.



STAY INFORMED

The U.S. Government will provide additional information about any emerging threat as additional information is identified. The public is encouraged to listen to local law enforcement and public safety officials.



If “You See Something, Say Something.”



Report suspicious activity to law enforcement, call 9-1-1 or advise the Security Office.

NTAS

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:

Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:

Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:

Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

Handling and Reporting of Suspicious Packages or Envelopes

DO NOT OPEN IT.

Do not shake or empty the contents of any suspicious package or envelope.

Do not leave the area, carry the package or envelope, show it to others, or allow others to examine it.

Put the package on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.

Alert others in the area about the suspicious package or envelope.

Call 911 and the Office of Public Safety and Security at x4080 for the Journal Square Campus and at x4777 for the North Hudson Campus, or tell someone to call the Office of Public Safety and Security.

Cover the suspected contaminated object with whatever is available to prevent the contents from spreading. Use whatever is available, such as a wastepaper basket, newspaper, etc.

A Police or Security Officer will escort you to a safe area.

SUSPICIOUS PACKAGES AND MAIL

Bomb Threat

Likely methods of receiving a Bomb Threat include: Telephone, Verbal, Written, or E-mail.

Response Procedures

Phoned Threat

- Remain calm and DO NOT HANG UP.
- If possible, signal other staff members to listen and notify the Office of Public Safety and Security.
- If the phone has a display, copy the number and/or letters on the window display.
- Write down the exact wording of the threat.
- Keep the caller on the line for as long as possible and use the Bomb Threat Checklist in this guide to gather as much information as you can.
- Record the call, if possible.
- Be available for interviews with the Office of Public Safety and Security and law enforcement.

Verbal Threat

- If the perpetrator leaves, note in which direction they went.
- Notify the Office of Public Safety and Security.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat:

- Name (if known)
- Race
- Gender
- Type/color of clothing
- Body size (height/weight)
- Hair and eye color
- Distinguishing features
- Voice (loud, deep, accent, etc.)



Written Threat

- Handle the document as little as possible and notify the Office of Public Safety and Security.
- Rewrite the threat exactly as is on another sheet of paper and note the following:
 - Date/time/location document was found
 - Any situations or conditions surrounding the discovery/delivery
 - Full names of any personnel who saw the threat
 - Secure the original threat; DO NOT alter the item in any way
 - If small/removable, place in a bag or envelope
 - If large/stationary, secure the location

Emailed Threat

- Leave the message open on the computer and notify the Office of Public Safety and Security.

Note: DO NOT USE: Two way radios/cell phones within 300 feet of the bomb threat location.

In addition, HCCC has taken the position that school officials will not automatically evacuate in the event of a bomb threat. "Relocation" or "Shelter in Place" may be response options based on the information known and after consultation with the Office of Public Safety and Security and law enforcement.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking Voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Other Information:

Evacuation

Upon notification that a building must be evacuated, occupants of the building should walk quickly and calmly (DO NOT RUN) to the nearest marked building exit. DO NOT USE ELEVATORS. If necessary, use an alternate exit if the nearest exit is inaccessible.

In a smoke filled room, stay 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.



In the classroom, the instructor is responsible for immediately evacuating his/her class from the building and ensuring that the classroom doors are closed upon exiting.

Occupants of offices should make sure that doors are shut as they leave. In large offices occupied by many individuals, the department head or supervisor should ensure that doors are closed.

Once outside, evacuees must stand at least, but not less than, three hundred (300) feet away from the building, so as to allow clearance for emergency personnel to operate. Evacuees are to follow the instructions of the staff members or authorized emergency personnel if a distance greater than the minimum suggested is required to guarantee their safety. If possible, department heads and faculty should verbally advise employees, students, and other evacuated individuals to gather and remain at the Suggested Assembly Area, which may include locations as directed by the Office of Public Safety and Security, faculty, and staff.

A "Building Specific Evacuation Plan" that identifies specific Evacuation Routes has been included as part of this Evacuation section.

If necessary, the Office of Public Safety and Security, or other emergency response personnel, may direct you to an alternate location. Please provide them with your complete cooperation. Please note that parking lots and roadways may be used by emergency response vehicles and therefore, must not be used as assembly areas.

GUIDELINES FOR INDIVIDUALS WITH DISABILITIES

If evacuation is not possible, individuals with physical disabilities may remain in a building during an emergency evacuation condition only if they are non-ambulatory, when elevator assistance is essential for their evacuation, and/or when they are located either above or below the ground floor. All other persons without disabilities should evacuate the building in an emergency evacuation condition. Elevators must not be used during an emergency evacuation condition unless their use is authorized by an appropriate emergency responder (e.g., Facilities, Public Safety and Security, Fire Department, etc.). Those individuals who are sight impaired should seek assistance from any of the building's occupants.

Additional guidelines:

If on the ground floor, exit by normal means to a Suggested Assembly Area.

If above or below the ground floor, seek a safe location/room, preferably one with a window, communication device, and a solid door. If possible, dial x4080 or 9-1-1 (or have someone call for you) to contact the Office of Public Safety and Security and advise that you are a person with a physical disability (identify the disability) and need rescue assistance from an emergency responder. Provide your building, floor, room number, and telephone number from which the call is being placed. If it is safe to do so, remain by the phone. The Dispatcher will periodically contact the individual to keep them informed. If a telephone is not readily accessible, have someone advise an emergency responder of your specific location.

The Office of Public Safety and Security maintains a wheelchair in the following three buildings that could possibly be used to transport individuals with disabilities: **Culinary Arts Building – 161 Newkirk St., Command Center – 81 Sip Ave., North Hudson Campus – 4800 JFK Blvd.**

BUILDING-SPECIFIC EVACUATION PLANS

NOTE: Disabled persons who are occupying a College building during hours that are not considered to be normal working hours (generally between 11 P.M. and 7 A.M. Monday through Friday and at anytime during the weekend) are encouraged to contact the Office of Public Safety and Security at x4080 and inform the Dispatcher they are in the building.

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
A	Jersey City 70 Sip Avenue	All Floors	Secondary Exit	NOTE: Staircase B is the Secondary Exit out of 70 Sip Ave. This staircase is located at the rear of the building & will put you in the fenced in parking lot. Make Left out of parking lot to assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	Basement	A019, Women's & Men's Restrooms	Go toward Stairway A, go upstairs, and exit out 1 st Floor doors next to Security Desk. Make Left and proceed to assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	1 st Floor	A102, A104	Exit Bursar's Office, proceed to Exit out the Main Entrance of building. Make a Left and proceed to assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	1 st Floor	A108, A106, A105, Admissions Area	Exit areas. Exit out the Main Entrance, and proceed to the assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	1 st Floor	A109, A110, A111, Student Service area	Exit areas. Exit out the Main Entrance, and proceed to the assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	1 st Floor	A119 - Conference Room	Exit areas. Exit out the Main Entrance, and proceed to the assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	2 nd Floor	All offices on the 2 nd floor, Women's & Men's Restrooms	Take Stairway A to the 1 st floor, Exit through Reception Area Main Entrance, and Exit onto Sip Avenue. Make a Left. Proceed to assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	3 rd Floor	All offices on the 3 rd floor, Women's & Men's restrooms	Take Stairway A to the 1 st Floor, Exit through Reception Area Main Entrance, and Exit onto Sip Avenue. Make a Left. Proceed to assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	4 th Floor	All offices in the President's area, Men's & Women's Restrooms	Exit floor through Stairway A, located next to the Elevator, and out the Main Entrance of the building. Make a Left and proceed to the assembly area located at the corner of Sip & Summit Avenues.
A	Jersey City 70 Sip Avenue	4 th Floor	All offices in the Academic Affairs suite	Exit floor through Stairway A, located next to the Elevator, and out the Main Entrance of the building onto Sip Avenue. Make a Left and proceed to the assembly area located at the corner of Sip & Summit Avenues.
C / D	Jersey City 162-168 Sip Avenue	Basement	Storage Area	Go up Staircase to 1 st Floor into bookstore and proceed to front of building out Main Entrance doors onto Sip Ave. Make a Left to proceed to parking lot assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
C / D	Jersey City 162-168 Sip Avenue	1 ST Floor	Bookstore	Exit through the Main Entrance doors onto Sip Ave. Make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Avenue	1 ST Floor	Mailroom area, Security Desk, Room 102, Office 108, Men's & Women's Restrooms	Exit out the Sip Ave. main doors onto Sip Ave. Make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Avenue	1 ST Floor	Classrooms 105,106,107	Exit out Stairway B to Tonnelle Ave. Make right and proceed to corner of Kennedy Blvd. to assembly area.
C / D	Jersey City 162-168 Sip Avenue	2 ND Floor	Room 202, 203, 211, Men's & Women's Restrooms	Exit down Staircase A to 1 ST Floor Sip Ave. Exit doors, make left, and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Avenue	2 ND Floor	Receptionist, Offices 216,217,219	Exit down Staircase A, C, or D to 1 ST Floor Exit door onto Sip Ave. Make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Avenue	2 ND Floor	Communications, Offices 222,223,224,225,226	Exit down Staircase A, C, or D to 1 ST Floor exit door onto Sip Ave. Make left and proceed to parking lot to assembly area.
C / D	Jersey City 162-168 Sip Avenue	2 ND Floor	Offices 227, 228, 229, 230, Conference Room, Men's & Women's Restrooms and Kitchen Area	Exit down Staircase A, C or D to 1 ST Floor exit door onto Sip Ave. Make left and proceed to parking lot to assembly area.
E	Jersey City 161 Newkirk St.	1 ST Floor	Men's & Women's Restrooms, E104, E106, E113	Exit out the Main Entrance onto Newkirk St. Make left and walk to corner of Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	1 ST Floor	Shipping & Receiving	Exit Staircase A onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	1 ST Floor	Fine Dining & Banquet Hall	Exit Staircase B onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	2 ND Floor	All Conference Rooms	Exit down Staircase B to 1 ST Floor. Exit door onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	2 ND Floor	204, 222, all interior offices in the area, Men's & Women's Restrooms	Exit down through the Main Entrance to lobby. Exit out to Newkirk St. Make left and walk to corner of Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	2 ND Floor	218A, 218B, 218C & All Administrative Offices	Exit down Staircase A to 1 ST Floor. Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	3 RD Floor	304, 306, 313, 316, Kitchens, Men's & Women's Restrooms	Exit down Staircase A to 1 ST Floor. Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	3 RD Floor	307, 308, 310	Exit down Staircase B to 1 ST Floor. Exit door onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	4 TH Floor	406, 407, 408, 417, 418, Kitchens, Men's & Women's Restrooms	Exit down Staircase A to 1 ST Floor. Exit door onto Van Rypen Ave. to assembly area.
E	Jersey City 161 Newkirk St.	4 TH Floor	E412, E413, E414, Ice Carving & Butcher Lab	Exit down Staircase B to 1 ST Floor. Exit door onto Cobble St. to assembly area.
E	Jersey City 161 Newkirk St.	5 TH Floor	504, 515, 516, 517, Follett Lounge	Exit down Staircase A to 1 ST Floor. Exit door onto Van Rypen Ave. to assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
E	Jersey City 161 Newkirk St.	5 TH Floor	E505, E512	Exit down Staircase B to 1 st Floor. Exit door onto Cobble St. to assembly area.
F	Jersey City 870 Bergen Avenue	1 st Floor	101,103,104,106,107,108,109,10,111,Admin. Suite, Men's Restroom	All rooms will Exit out the front lobby area & proceed to corner of Academy St. to assembly area.
F	Jersey City 870 Bergen Avenue	1 st Floor	114,120,125,129, Women's Restroom, Student Lounge	All rooms will Exit out the Smith Street Emergency Exit door, which is located to the left of Staircase C. Exit out building to assembly area on Smith St.
F	Jersey City 870 Bergen Avenue	2 ND Floor	201, 202, 204, 206, 213, Men's Restroom	All rooms will Exit down Staircase A to 1 st Floor & Exit out Emergency Exit door out of building to assembly area on Smith St.
F	Jersey City 870 Bergen Avenue	2 nd Floor	208, 210, Women's Restroom	All rooms will Exit down Staircase C, to 1 st Floor & Exit out Emergency Exit door out of building to assembly area on Smith St.
F	Jersey City 870 Bergen Avenue	2 ND Floor	203, 205, 207, 209, 211	All rooms will Exit down Staircase C to 1 st Floor & Exit out Emergency Exit door out of building to assembly area on Smith St.
F	Jersey City 870 Bergen Avenue	2 ND Floor	212, 215, 216, 218, 220, 223	All rooms will Exit out Doorway 102C, go down stairs to STEM Building, and proceed to the assembly area in STEM Lounge.
F	Jersey City 870 Bergen Avenue	3 rd Floor	301, 302, (All Central Offices Included... A, B, C, D, E) Men's & Women's Restrooms	All rooms will Exit down Staircase B to 1 st Floor & Exit out Emergency Exit door out of building to assembly area on Smith St.
G	Jersey City 81 Sip Avenue	Basement	Rooms- B-04, B-06, B-09, B-09A, B-09B, B-09C, B-09E, B-09F	Proceed to Staircase #2 and go upstairs to rear of building 1 st Floor. Exit door out to steel walkway behind building walk to Exit Gate to rear parking lot assembly area.
G	Jersey City 81 Sip Avenue	Basement	Rooms- B-010, B-011, Security Locker Room, Restrooms	Proceed to Staircase #1 and go upstairs to front of building 1 st Floor. Exit out onto Sip Ave. Walk toward Library Building to assembly area.
G	Jersey City 81 Sip Avenue	1 st Floor	Rooms- 103, 104, 105, Student Lounge Area, Men's & Women's Restrooms	Proceed to front of building and Exit out either front Exit doors onto Sip Ave. Walk toward Library Building to assembly area.
G	Jersey City 81 Sip Avenue	1 st Floor	Kitchen Service Area & Food Lounge	Proceed to rear Exit door out to steel walkway behind the building. Walk to Exit Gate to rear parking lot assembly area.
G	Jersey City 81 Sip Avenue	1 st Floor	Food Prep Area and Command Center	Proceed to front of building and Exit out front double doors onto Sip Ave. Walk toward Library Building assembly area.
G	Jersey City 81 Sip Avenue	2 nd Floor	Multi- Purpose Room, 205, 207, Men's & Women's Restrooms	Proceed to Staircase #2 and go down to 1 st Floor rear Exit door. Exit door out to steel walkway behind the building. Walk to Exit Gate to Rear parking lot assembly area.
G	Jersey City 81 Sip Avenue	2 nd Floor	Rooms- 212, 212A, 213, 214, 216, Open Lounge, Kitchen	Proceed to Staircase #1 and go down to 1 st Floor. Exit out onto Sip Ave. & walk toward Library Building assembly area.
G	Jersey City 81 Sip Avenue	2 nd Floor		NOTE: Multi - Purpose Room has an Emergency Exit down the Fire Escape in rear of Building.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
G	Jersey City 81 Sip Avenue	Mezzanine	Security Office M – 01, Fire Safety M – 10, Security Manager M – 11, Conference Room, Front Office Cubicles	Proceed to front Staircase and go down to 1 st Floor & Exit out onto Sip Ave. Walk toward Library Building to assembly area.
G	Jersey City 81 Sip Avenue	Mezzanine	Exe. Director Public Safety M – 09, Security Office M – 02, Kitchen, Men's & Women's Restrooms	Proceed to rear Exit door. Go down Fire Escape Staircase to 1 st Floor to Rear parking lot to assembly area.
I	Jersey City 119 Newkirk St.	Basement	I001, I002, I008, I009	Proceed to Staircase A, go upstairs to 1 st Floor and Exit out Main Entrance of building onto Newkirk St. Make right and proceed to assembly area in parking lot.
I	Jersey City 119 Newkirk St.	Basement	I003, I007	Proceed to Staircase B, go upstairs to 1 st Floor and Exit out Emergency door onto Dick St. to assembly area.
I	Jersey City 119 Newkirk St.	1 st Floor	I101, I102, I106	Exit out the Main Entrance of the building onto Newkirk St. Make right and proceed to assembly area in parking lot.
I	Jersey City 119 Newkirk St.	1 ST Floor	I103, I104, I105, Restrooms	Exit towards Stairway B, proceed out the Emergency Exit door onto Dick St. to assembly area.
I	Jersey City 119 Newkirk St.	2 nd Floor	I201, I202, I203, I207 & I208	Exit toward Stairway A, proceed to 1 st Floor Exit out the Main Entrance of the building onto Newkirk Street. Make right and proceed to assembly area in parking lot.
I	Jersey City 119 Newkirk St.	2 ND Floor	I204, I205, I206, Restrooms	Exit toward Stairway B, proceed to 1 st Floor Exit out the Emergency Exit door onto Dick St. to assembly area.
J	Jersey City 2 Enos Place	Basement	J002, J003, J004, J005, J006, J007	Exit toward Stairway #2, proceed upstairs to Ground Level. Exit out building onto Enos Place, make right and proceed to parking lot to assembly area.
J	Jersey City 2 Enos Place	Basement	J001, J008	Exit toward Room J001 <u>Emergency Door Exit</u> . Go Upstairs and gather in parking lot area away from building to assembly area.
J	Jersey City 2 Enos Place	Basement	J009, J010, J011, J012, J013	Exit toward Stairway #1, proceed upstairs to 1 ST Floor Exit out building onto Newkirk Street. Cross street onto Tuers Avenue and proceed to School #11 parking lot to assembly area.
J	Jersey City 2 Enos Place	1 ST Floor	J102, J103, J104, J105, J106	Exit out Stairway #2, exit out of building onto Enos Place, make right and proceed to parking lot to assembly area.
J	Jersey City 2 Enos Place	1 st Floor	J101, J107, J105, J108, Men's & Women's Restrooms	Exit out Main Entrance of building onto Newkirk St., and cross street onto Tuers Ave. Proceed to School #11 parking lot to assembly area.
J	Jersey City 2 Enos Place	2 nd Floor	J202, J203	Exit toward Stairway #2, proceed downstairs to 1 st Floor. Exit out of building onto Enos Place. Make right and proceed to parking lot to assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
J	Jersey City 2 Enos Place	2 nd Floor	J201, J204, J205, Men's & Women's Restrooms	Exit toward Stairway #1 and proceed downstairs to 1 st Floor. Exit out of building onto Newkirk St., cross street onto Tuers Ave. Proceed to School #11 parking lot to assembly area.
J	Jersey City 2 Enos Place	3 rd Floor	J302, J303	Exit toward Stairway #2 and proceed downstairs to 1 st Floor. Exit out of building onto Enos Place. Make right and proceed to parking lot to assembly area.
J	Jersey City 2 Enos Place	3 rd Floor	J301, J304, J05, Men's & Women's Restrooms	Exit toward Stairway #1 and proceed downstairs to 1 st Floor. Exit out of building onto Newkirk St., cross street onto Tuers Ave. Proceed to School #11 parking lot to assembly area.
L	Jersey City 71 Sip Avenue	Lower Level	L-002, L-15, Conference Room, L-003, Tutorial Room	Use separate Interior Door at Staircase #1. Proceed upward to Main Lobby. Exit out of Front Entrance onto Sip Ave. Make left and walk down to corner of Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	Lower Level	L-004, Men's & Women's Restrooms	Use separate Interior Door at Staircase #2. Proceed upward to 1 st Floor Rear of Building and Exit out. Go to Jones Street. Make right and walk down to Impark Parking Lot to assembly area.
L	Jersey City 71 Sip Avenue	1 st Floor	Main Library Area, Coffee Bar, Men's & Women's Restrooms	Proceed through Glass Doors to Main Lobby and Exit out onto Sip Ave. Make left and walk down to corner of Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	1 st Floor	L-107, L-108, L-109, L-110, L-116, L-119	Proceed to Rear of Building and Exit out onto Jones Street. Make Right and walk down to Impark Parking Lot to assembly area.
L	Jersey City 71 Sip Avenue	2 nd Floor	Main Library Area, L-212, L-214, L-219, L-221, L-222, L-223	Proceed to Staircase #1. Go down to 1 st Floor and Exit out onto Sip Ave. Make left and walk down to corner of Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	2 nd Floor	L-200, L-202, L-207, L-209, Men's & Women's Restrooms	Proceed to Staircase #2 Go down to 1 ST Floor and Exit out Rear of Building. Proceed to Jones Street. Make Right and walk down to Impark Parking Lot to assembly area. Note: Interior Staircase #3 goes between 1 ST & 2 ND Floors.
L	Jersey City 71 Sip Avenue	3 rd Floor	L-316, L-317, L-318, L-319, L-320, L-327	Proceed through Double Doors to Staircase #1. Go down to 1 st Floor and Exit out onto Sip Ave. Make left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	3 rd Floor	L-305, L-306, L-312, L-313, L-314, Men's & Women's Restrooms	Proceed through Double Doors to Staircase #1. Go down to 1 st Floor and Exit out onto Sip Ave. Make left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	4 th Floor	L-416, L-417, L-418, L-419, L-420, L-427	Proceed through Double Doors to Staircase #1. Go down to 1 st Floor and Exit out onto Sip Ave. Make left and walk down to Enos Place to assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
L	Jersey City 71 Sip Avenue	4 th Floor	L-405, L-406, L-412, L-413, L-414, Men's & Women's Restrooms	Proceed to Staircase #2. Go down to 1 st Floor and Exit out to rear of Building. Proceed to Jones Street. Make right and walk down to HCCC Parking Lot to assembly area.
L	Jersey City 71 Sip Avenue	5 th Floor	L-516, L-517, L-518, L-519, L-520, L-527	Proceed through Double Doors to Staircase #1. Go down to 1 st Floor and Exit out onto Sip Ave. Make left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	5 th Floor	L-505, L-506, L-512, L-513, L-514, Men's & Women's Restrooms	Proceed to Staircase #2. Go down to 1 st Floor and Exit out rear of Building. Proceed to Jones Street. Make right and walk down to HCCC Parking Lot to assembly area.
L	Jersey City 71 Sip Avenue	6 th Floor	Atrium, L-614, L-616, L-617, L-618	Proceed through Glass Doors to Staircase #1. Go down to 1 st Floor and Exit out onto Sip Ave. Make left and walk down to Enos Place to assembly area.
L	Jersey City 71 Sip Avenue	6 th Floor	L-605, L-606, L-612, L-613, Men's & Women's Restrooms	Proceed to Staircase #2. Go down to 1 st Floor and Exit out rear of Building. Proceed to Jones Street. Make right and walk down to HCCC Parking Lot to assembly area. Note: Art Gallery and Terrace are located on this Level.
N	Union City 4800 Kennedy Blvd. N.H.C.	1 st Floor	104A, 104B, Bookstore	Exit out Main Entrance onto Kennedy Blvd. Make right and proceed to 49th St. Make right & proceed to assembly area near Light Rail Station.
N	Union City 4800 Kennedy Blvd. N.H.C.	1 st Floor	105M, 105O, 105R, 105S	Exit toward back of the building toward Staircase #4. Go upstairs 1 (one) flight to 48th St. Exit building. Make left and proceed half way down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	1 st Floor	105A, 105B, 105C, 105D, 105E, 105F, 105G, part of 105M	Exit past Main Elevators to Main Entrance. Exit onto Kennedy Blvd. Make right and proceed to 49th St. Make right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	2 nd Floor	203, 204, 205, 206, 207	Go towards front of the building past Main Elevators to Staircases # 1 or # 3. Go downstairs to 1 st Floor Lobby Area and Exit building onto Kennedy Blvd. Make right and proceed to 49th St. Make right and proceed to Light Rail Station assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
N	Union City 4800 Kennedy Blvd. N.H.C.	2 nd floor	209, 210, 211, 212, 213, 216, 216A, 223, 224, Courtyard	Go toward back of building to Exit at Street Level onto 48 th St. Make left and proceed half way down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	3 rd Floor	303 Main Area, Restrooms	Go toward front of building past Main Elevators to Staircases #1 or #3. Go down to 1 st Floor Lobby area and Exit building onto Kennedy Blvd. Make right and proceed to 49 th St. Make right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	3 rd Floor	303 Rear Area, 305, 306, 309 & Security Guard Post	Go toward back of building toward the Light Rail Bridge. Walk through overpass and proceed to 49 th St. assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	4 th Floor	402, 403, 404, 405, 406, 407, 408, Restrooms	Go toward front of building past Main Elevators to Staircases #1 or #3. Go down to 1 st Floor Lobby area and Exit building onto Kennedy Blvd. Make right & proceed to 49 th St. Make right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	4 th Floor	409, 409A, 410, 412, 413, 414, 415	Go toward back of building past Single Elevator. Go to Staircase #2, go down to 1 st Floor, and Exit building onto 48 th St. Make left and proceed half way down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	5 th Floor	502, 503, 504, 505, 506, 507, 508, 516, Men's & Women's Restrooms	Go toward front of building and go past Main Elevators to Staircase #1. Go down to 1 st Floor lobby area. Exit building onto Kennedy Blvd. Make a right and proceed to Light Rail Station assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	5 th Floor	509, 510, 511, 513, 513A, 514, 515	Go toward back of building past single elevator. Go to Staircase #2, go down to 1 st Floor and Exit building onto 48 th St. Make left and proceed half way down block to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	6 th Floor	602, 603, 607, 608, Men's & Women's Restrooms	Go toward Main Elevators and proceed to Staircase #1. Go down to 1 st Floor Lobby Area and Exit building onto Kennedy Blvd. Make right and go to 49 th St. to assembly area.
N	Union City 4800 Kennedy Blvd. N.H.C.	6 th Floor	610, 611, 612, 614, 615, 616, 617, Main Office Area	Go toward back of building toward Staircase # 2. Go down to 1 st Floor and Exit onto 48 th St. Make left and go half way down block to assembly area
N	Union City 4800 Kennedy Blvd. N.H.C.	7 th Floor	701,702,702A,702B,703D,702E, 702F,702G, Men's & Women's Restrooms	Go toward front of building past Main Elevators to Staircase #1. Go down to 1 st Floor lobby area and exit building onto Kennedy Blvd. Make right and proceed to Light Rail Station assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
N	Union City 4800 Kennedy Blvd. N.H.C.	7 th Floor	703F, 703G, 703H, 703I, 703J, 703K, 703L, 703M, 703Q, Mailroom, 703A, 703C,703P,703E,703R,703D,704, 705,706	Go to back of building toward Staircase # 2. Go down to 1 st Floor and Exit building onto 48 th St. Make left and proceed half way down block to assembly area.
S	Jersey City 263 Academy St.	1 st Floor	STEM Café, Lecture Room	Exit out rear building, make left and proceed around Exterior Walkway of building to Academy St. Make right and go to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	1 st Floor	Science Lecture Hall	Exit out to Lobby & Exit out Main Entrance of building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	1 st Floor	Lobby, Men's & Women's Restroom	Exit out Main Entrance of building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	1 st Floor	Rear Hallway	NOTE: Staircase #3 & Elevator #3 Connects to 870 Bergen Ave. Building (F). Both access the 1 st & 2 nd Floors of Building (F).
S	Jersey City 263 Academy St.	2 nd Floor	S204,S204A,S204B,S206,S217,S216,S215,S215A,Men's & Women's Restrooms	Exit to Staircase #1 and proceed down to 1 st Floor. Exit out building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	2 nd Floor	S205,S207S208,S209,S212,S213	Exit to Staircase #2 and proceed down to 1 st Floor. Exit out building to Academy St. Make right and proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	3 rd Floor	S317,S314,S315,S316,S306C, S305,S306A,S306B,S304,S306E, Men's & Women's Restroom	Exit to Staircase #1 and proceed down to 1 st Floor. Exit out building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	3 rd Floor	S307,S309,S308,S312,S313	Exit to Staircase #2 and proceed down to 1 st Floor. Exit out building to Academy St. Make right and proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	4 th Floor	S417,S414,S415,S416,S405, Men's & Women's Restrooms	Exit to Staircase #1 and proceed down to 1 st Floor. Exit out building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	4 th Floor	S413,S412,S409,S408,S407, S418,S406	Exit to Staircase #2 and proceed down to 1 st Floor. Exit out Building to Academy St. Make right and proceed to corner of Tuers Ave. to assembly area.

BUILDING-SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
BUILDING CODE	BUILDING	LOCATION	ROOMS	EVACUATION
S	Jersey City 263 Academy St.	5 th Floor	S514,S509,S512,S513,S505, S501,Men's & Women's Restrooms	Exit to Staircase #1 and proceed down to 1 st Floor. Exit out building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	5 th Floor	S506,S507,S508,S515A,S515B	Exit to Staircase #2 and proceed down to 1 st Floor. Exit out building to Academy St. Make right and proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	6 th Floor	S617,S614,S615,S616,S605, Men's & Women's Restrooms	Exit to Staircase #1 and proceed down to 1 st Floor. Exit out building to Academy St. Make left and proceed to corner of Bergen Ave. to assembly area.
S	Jersey City 263 Academy St.	6 th Floor	S606,S618,S607,S608,S609, S612,S613	Exit to Staircase #2 and proceed down to 1 st Floor. Exit out building to Academy St. Make right and proceed to corner of Tuers Ave. to assembly area.
S	Jersey City 263 Academy St.	7 th Floor	Staircase #1	Note: Penthouse- All Utilities – Security & Maintenance Only Roof Acces
X	Jersey City 26 Journal Sq.	14 th Floor	X2 thru X10	Exit into Lobby Area of Floor, make left to Stairway A, go down stairs to 1 st Floor and Exit building onto Sip Ave. Make right & proceed to corner of Enos Place to assembly area.
X	Jersey City 26 Journal Sq.	14 th Floor	X12 thru x18	Exit through office Stairway B, go down stairs to 1 st Floor and Exit building onto Sip Ave. Make right & proceed to corner of Enos Place to assembly area.



BUILDING-SPECIFIC EVACUATION PLANS

Shelter in Place (S-I-P)

In the event of a **medical emergency, severe storm, external release of a hazardous material, terrorist alert/event, or other external threat**, College officials/emergency response personnel may require staff and students to remain indoors (shelter in-place) when external hazards are too great to risk exposure to evacuees.

HCCC will announce: **“SHELTER IN PLACE.”**

- ✓ “Please check your emails.” An email may be sent to notify the College community of the situation and provide guidance.
- ✓ Staff and students in the hallways should be moved to classrooms and advised to remain there behind closed doors.
- ✓ Hallway movement should be limited based upon the situation.
- ✓ Staff and students outside of the building should be advised to return inside immediately.
- ✓ Instructors continue with classroom instruction and monitor emergency messaging.
- ✓ Staff should stay in, or move into, offices, continue as normal, and monitor emergency messaging.



SHELTER IN PLACE

Telephone Failure

In the event of a telephone failure on the College Campuses, the following communication options should be utilized.

The "360" phone number prefix is tied to the phone switch. All telephone sets issued throughout the college have this prefix with the exception of the main College telephone numbers that are 201-714-7100, 201-714-7200, and 201-714-7300. Therefore, phones with a "714" prefix may function during a telephone failure.

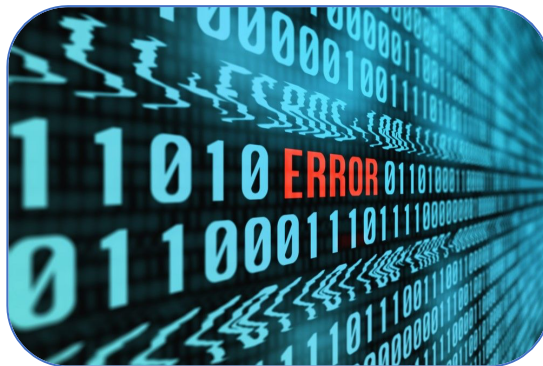
Departmental fax hand sets, e-mail and cellular phones may serve as other sources of external communication in the event of a telephone failure.

College Security can be contacted via their communication failure number at 201-714-7263.



Computer Failure

For information technology failures that disrupt computers or network infrastructure campus-wide, contact the Information Technology Services Help Desk at x4310 or 201-360-4310.



TELEPHONE/COMPUTER FAILURE

Utility Failure

**Sewer
Electrical
Elevator
Natural Gas
Water Leak/Failure
Heating Ventilation & Air Conditioning Failure**

**Contact Facilities by dialing
x4693, from 7 A.M. to 5:30 P.M.
Contact Security at x4080, NHC
Security x4777 and/or 9-1-1
during all other hours.**

**Evacuate the building if
necessary.**

NOTE: ELEVATORS ARE EQUIPPED WITH EMERGENCY INTERCOMS THAT COMMUNICATE DIRECTLY WITH THE COLLEGE'S OFFICE OF PUBLIC SAFETY AND SECURITY.



UTILITY FAILURE

Media/Civil Disturbance/Student Disruptions

Definition

An incident that disrupts, or has the potential to disrupt, the orderly function of the College.

Media

All requests from newspaper, broadcast and online journalists for information about an emergency or other situation involving Hudson County Community College should be directed to the Office of Marketing and Communications. The Office of Marketing and Communications can be contacted by calling x4060.

Student Disruptions/Civil Disturbances

- Call the Office of Public Safety and Security by dialing x4080, x4777 (NHC Security) or 9-1-1.
- Keep the students in classrooms if possible.
- Staff should not intervene in the dispute.



Workplace Violence (WPV)

Workplace Violence

Violence, threats, intimidation, and other disruptive behavior will not be tolerated at the College. All reports of incidents will be taken seriously and will be dealt with appropriately.

The Public Employees Occupational Safety and Health Administration (PEOSHA) defines *workplace violence* as any physical assault, threatening behavior, or verbal abuse occurring in the work setting. Workplace violence includes:

- | | | |
|-----------------|----------------------------------|--|
| ▪ Beatings | ▪ Psychological traumas | ▪ Abusive/offensive language, gestures, or contact |
| ▪ Stabbings | ▪ Intimidation | |
| ▪ Suicides | ▪ Threats or obscene phone calls | ▪ Being followed, sworn at or shouted at |
| ▪ Shootings | | |
| ▪ Rapes | | |
| ▪ Near-suicides | | |

Examples of Workplace Violence

- Verbal threats to inflict bodily harm, including vague or covert threats.
- Attempting to cause physical harm; striking, pushing or other aggressive physical acts against another person.
- Verbal harassment; abusive or offensive language, gestures or other discourteous conduct towards another person.
- Inappropriate remarks, such as making delusional statements
- Disorderly conduct (e.g., shouting, throwing or pushing objects, etc.).
- Making false, malicious or unfounded statements against another person that tend to damage their reputations or undermine their authority.
- Fascination with guns or other weapons; bringing weapons into the workplace.

Report WPV to the Office of Public Safety and Security at x4080 and/or the Police as soon as possible via 9-1-1.



MEDIA/CIVIL DISTURBANCE/STUDENT DISRUPTIONS/WORKPLACE VIOLENCE

Active Shooter/Impending Threat of Violence

- **Remain calm.**
- **Contact the Police immediately by dialing 9-1-1 and the Office of Public Safety and Security at x4080 for the Journal Square Campus or at x4777 for the North Hudson Campus when safe to do so.**
- **In the event of a School Violence/Shooting situation, Public Safety and Security and law enforcement will attempt to initiate either a building evacuation or building lockdown.**

**Armed Student, Armed Intruder, or
Information of an Impending Threat of
Violence at the College**

Internal Threat

External Threat



ALICE
TRAINING INSTITUTE

ALERT
Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN
If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM
Communicate real time information on shooter location.
Use clear and direct language using any communication means possible.

COUNTER
As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE
Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

AliceTraining.com

- ✓ Move students and staff inside a building as quickly as possible.
- ✓ Assist those needing special assistance.
- ✓ Report to the nearest lockable classroom or office.
- ✓ Check for injuries and assist in the evacuation of injured individuals if it is safe to do so.
- ✓ Be Quiet! Silence/Monitor cell phones, e-mail, etc. for possible instruction from the College/law enforcement.
- ✓ Follow "Internal Threat" guidelines in this section.

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.

ACTIVE SHOOTER/IMPENDING THREAT OF VIOLENCE

Fire

Definition

A fire/smoke condition in an HCCC building.

Notification

Notification of a fire will come in one of three ways:

- Automatic Fire Alarm
- Manually Pulled Alarm
- Person-to-person contact (i.e., telephone)



Fire Procedure

Any time that a fire, or potential fire related hazard (smoke, gas, etc.), is evident the building fire alarm must be sounded and the building evacuated immediately following appropriate evacuation guidelines. Call 9-1-1.

Smoke or fire that is visible

R 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 your hand on the door.
A LARM	Pull the nearest fire alarm box and contact the Office of Public Safety and Security from a safe location. Give the exact location of the fire.
C ONTAIN	Close all doors on the way out.
E 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. Do not use elevators. Use Suggested Assembly Areas as identified in the "Evacuation" section of this Guide, if necessary.

How to use a fire extinguisher

P ULL	Pull the pin.
A IM	Aim the nozzle at the base of the flames.
S QUEEZE	Squeeze the handle.
S WEEP	Sweep the agent over the base of the flames.



FIRE

Closing the College

Definition

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

Procedures

The Office of Marketing and Communications will assist in communicating school announcements, including whether the College will be closed due to an emergency (e.g., severe storm). College closing announcements are only issued through the Office of the President.

Weather related College closure information will be communicated via Connect-ED and will also be noted on the automated selection menu of the College's telephone number at 201-714-7100 and press 1 for emergency information.

Radio announcements may also be made on the following radio stations:

- WADO 1280 (AM)
- WVNJ 1160 (AM)
- 1010 WINS (AM)
- WCBS 880 (AM)
- NEWS 12 and WNBC-TV

The College's website can also be accessed for critical information on the status of the College at www.hccc.edu as well as the College's Facebook page (www.facebook.com/hccc.edu) and Twitter account (@hudsonCCC).



CLOSING THE COLLEGE

AEDS on the CAMPUS

BUILDING	ADDRESS	LOCATION(S)
A	70 Sip Avenue	<ul style="list-style-type: none"> 4th floor by staircase A by the elevator 3rd floor by staircase A by the elevator 2nd floor by staircase A by the elevator In front of security desk facing Sip Avenue
C-D	162-168 Sip Avenue	<ul style="list-style-type: none"> First floor behind security desk in hallway
E	161 Newkirk Street	<ul style="list-style-type: none"> Fifth floor across from room E517 First floor next to E104 fire sprinkler room
F	870 Bergen Avenue	<ul style="list-style-type: none"> Third floor by F301 fitness room In front of security desk and main entrance
G	81 Sip Avenue	<ul style="list-style-type: none"> Second floor by utility closet 206 conference room 207 Frist floor between men's and women's restrooms First floor in the command center by windows
I	119 Newkirk Street	<ul style="list-style-type: none"> First floor across from security desk
J	2 Enos Place	<ul style="list-style-type: none"> Third floor by classroom J301 Second floor by classroom J201 First floor by classroom J101 Basement by pantry
L	71 Sip Avenue	<ul style="list-style-type: none"> Sixth floor by pantry L617 across from women's restroom Fifth floor by staircase #1 by room L527 Fourth floor by staircase #1 by room L427 Third floor by staircase #1 by room L327 Second floor by the side of library helpdesk First floor by security desk Basement by conference room and Tutorial suite
NHC	4800 Kennedy Boulevard	<ul style="list-style-type: none"> Seventh floor by women's restroom Sixth floor by room N617 Fifth floor across from N508 Fourth floor by women's restroom Third floor in library across from N303c Third floor across from N309 by I.T. S Second floor across from N204 First floor across from N105 in Enrollment Center
S	263 Academy Street	<ul style="list-style-type: none"> Sixth floor by S617 across from elevator Fifth floor by S514 across from elevator Fourth floor by S417 across from elevator Third floor by S317 across from elevator Second floor by S217 across from elevator First floor behind security desk



Medical Emergencies



Sudden Cardiac Arrest
Severe Bleeding
Shock
Unconsciousness
Heat Stroke
(Other Medical Emergency)



If necessary, call 9-1-1 to contact emergency responders.

State your name, name of the injured/ill person, location, and type of emergency.

Stay with the victim until an emergency responder arrives. Advise the Office of Public Safety and Security at x4080 at the Journal Square Campus or at x4777 at the North Hudson Campus as soon as possible.

Note: Call 9-1-1 in any situation where someone's health, safety or property is threatened.

When making a 9-1-1 phone call using a cell phone (or any other phone) always inform the 9-1-1 dispatcher of your location (address, building, floor, etc.) and a clear description of the emergency. Do not hang up the phone.

Student Crisis Protocols

Specific information related to Student Crisis Response Protocols can be obtained by contacting the Division of Student Affairs or referring to the Division of Student Affairs' *Student Crisis Response Protocol Referral Guide for Faculty and Staff*.

MEDICAL EMERGENCIES/STUDENT CRISIS RESPONSE PROTOCOLS

HCCC Office of Public Safety and Security

Hudson County Community College's Office of Public Safety and Security is responsible for the security officers at all HCCC campus buildings. All security officers and supervisors report to the Executive Director of Public Safety and Security.

The HCCC Office of Public Safety and Security 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 HCCC student, the Office of Public Safety and Security will refer the individual to the Dean of Student Affairs for disciplinary action.

Major offenses, such as murder, rape, robbery, aggravated assault, burglary, auto theft, and all sex offenses, must be reported immediately to the Police (via 9-1-1). The Police will then conduct the investigation.

The Office of Public Safety and Security is located at 81 Sip Avenue, Jersey City, New Jersey 07306. The Office's main contact phone number is 201-360-4080. This Office is staffed 24 hours per day seven days per week. Upon receiving a report, trained personnel will immediately dispatch a security officer to the area.

Officers conduct both mobile and foot patrols of the respective locations during the day/evening hours as required.

The Office of Public Safety and Security and its security officers are equipped with two-way radio communication to contact one another and exchange information. The Office maintains an excellent rapport with State, County, and local Police Agencies. Specific building "Security Posts" are noted in this section.



HCCC OFFICE OF PUBLIC SAFETY AND SECURITY & COURTESY WALL PHONE LOCATIONS

SECURITY POSTS

Post #	Description	Address	Bldg. Code	Extension
N1	Front Desk	4800 Kennedy Blvd.	NHC (N)	4777
N2	ID Checking	4800 Kennedy Blvd.	NHC (N)	4777
N3	CDC Entrance	4800 Kennedy Blvd.	NHC (N)	4718
N4	Rover	4800 Kennedy Blvd.	NHC (N)	N/A
N5	Ped Bridge 3 rd floor	4800 Kennedy Blvd.	NHC (N)	4719
1	Command Center 1	81/87 Sip Ave.	G	4080/4085
2	Command Center 2	81/87 Sip Ave.	G	4080/4085
3	Command Center	81/87 Sip Ave.	G	4089
4	Command Center	81/87 Sip Ave.	G	4089
5	Front Desk	70 Sip Ave.	A	4149
6	Front Desk	162/168 Sip Ave.	C/D	4092
7	Front Desk	161 Newkirk St.	E	4710
8	Front Desk	870 Bergen Ave.	F	4086
9	Front Desk	81/87 Sip Ave.	G	4085
10	Front Desk	119 Newkirk St.	I	4087
11	Front Desk	2 Enos Place	J	4096
12	Front Desk	71 Sip Ave.	L	4090
13	Front Desk	263 Academy St.	STEM (S)	4711
14	Rover	263 Academy St.	STEM (S)	N/A

HCCC OFFICE OF PUBLIC SAFETY AND SECURITY & COURTESY WALL PHONE LOCATIONS



HCCC Campus Wall Phone Locations



BUILDING	FLOOR	LOCATION
Buildings C & D 162-168 Sip Avenue	1 st Floor	❖ On wall, next to the activity board and office D108
	2 nd Floor	❖ On wall, next to faculty office D208
Building F 870 Bergen Avenue	1 st Floor	❖ On wall leading to Student Lounge Area (next to room F106)
	2 nd Floor	❖ On wall, next to room F221 ❖ On wall between classrooms F208 & F210
	3 rd Floor	❖ On wall near fire alarm, stairway B, across from room F301
Building G 81 Sip Avenue	1 st Floor Student Lounge	❖ On wall next to room 103
	2 nd Floor	❖ On wall next to room 204 ❖ Area of Refuge Stairwell #1 ❖ Area of Refuge Stairwell #2
Building J 2 Enos Place	Basement	❖ On wall, next to J001 ❖ On wall, between J003 & J004
	1 st Floor	❖ On wall, next to J101 ❖ On wall, next to J102
	2 nd Floor	❖ On wall, next to J201 ❖ On wall, next to J202
	3 rd Floor	❖ On wall, next to J301 ❖ On wall, next to J302

HCCC OFFICE OF PUBLIC SAFETY AND SECURITY & COURTESY WALL PHONE LOCATIONS

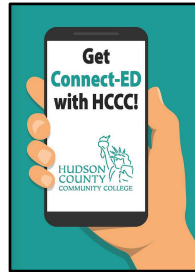
BUILDING	FLOOR	LOCATION
LIBRARY Building L 71 Sip Avenue	3 rd Floor	<ul style="list-style-type: none"> ❖ On wall, next to L003 ❖ On wall, between L318 & L319 ❖ On wall, opposite Men's & Women's Restroom. ❖ On wall, next to L327
	4 th Floor	<ul style="list-style-type: none"> ❖ On wall, next to L427 ❖ On wall, opposite Men's & Women's Restroom. ❖ On wall, between L418 & L419
	5 th Floor	<ul style="list-style-type: none"> ❖ On wall, next to L527 ❖ On wall, opposite Men's & Women's Restroom. ❖ On wall, between L518 & L519
	6 th Floor	<ul style="list-style-type: none"> ❖ On wall, next to entrance of L618
STEM BUILDING Building S 263 Academy Street	2 nd Floor	<ul style="list-style-type: none"> ❖ On wall, next to S217
	3 rd Floor	<ul style="list-style-type: none"> ❖ On wall, next to S317
	4 th Floor	<ul style="list-style-type: none"> ❖ On wall, next to S417
	5 th Floor	<ul style="list-style-type: none"> ❖ On wall, next to S517
	6 th Floor	<ul style="list-style-type: none"> ❖ On wall, next to S617
North Hudson Campus (NHC)	1 st Floor	<ul style="list-style-type: none"> ❖ Next to Enrollment Center (N105)
	2 nd Floor	<ul style="list-style-type: none"> ❖ Next to Multipurpose Room (203)
	3 rd Floor	<ul style="list-style-type: none"> ❖ Next to Library and 309 (I.T.S. Department)
	4 th Floor	<ul style="list-style-type: none"> ❖ Between Rooms 403 and 404 and next to Room 413
	5 th Floor	<ul style="list-style-type: none"> ❖ Between Rooms 503 and 504 and next to Room 514
	7 th Floor	<ul style="list-style-type: none"> ❖ Next to Room 703 (Faculty Offices) and between Room 705 and 704



Campus Alert System – “CONNECT-ED”

HCCC is dedicated to keeping our students, faculty and staff safe and sound by providing information and alerts about weather and public safety. To do that, we have activated *Connect-ED*, a text- and voice-messaging system that provides time-sensitive notifications via phone, email and/or text message. To sign up, visit:

<https://www.hccc.edu/administration/communications/emergency-notification.html>



Citywide Alert System – “ALERTJC”

AlertJC is the official emergency notification system used by the City of Jersey City to communicate with city residents during emergencies.

Be in the know about extreme conditions that could impact Jersey City, including Covid-19, flooding, snow, and traffic emergencies. Sign up for the system via:

<https://www.jerseycitynj.gov/cityhall/PublicSafety/OEM/alertjc>



CAMPUS & CITYWIDE EMERGENCY ALERT SYSTEM