

EMERGENCY!

Emergency Numbers

Public Safety: (201) 684-6666

911 for ALL emergencies

- Campus phones dial **9-911** (recommended when reporting an emergency)
- Cell phones dial **911** (be clear about reporting specific location)



Prepare Now

- Sign up for **ALERT ME NOW** and review **Emergency Procedures** at www.ramapo.edu/emergency
- Provide us with **Emergency Contacts** (follow instructions from the **Alert Me Now** section at www.ramapo.edu/emergency/students)
- Update **ICE Contacts** on your cell phone (In-Case-of-Emergency contacts)

Building

Evacuation Procedures



1. Immediate evacuation is mandatory for all fire alarms and when directed by authorities.
2. Take personal belongings if it is safe to do so (wallet, purse, college ID, car keys, prescription drugs, etc).
3. WALK - DO NOT RUN.
4. Assemble at your building's **Evacuation Assembly Area*** unless otherwise instructed.
5. Do not re-enter building until authorized by emergency personnel.
6. Disabled person(s) should report to the designated Area of Rescue Assistance and contact Public Safety.

In case of Fire

1. Get out immediately. Stay out!
2. When you leave, close the door.
3. If smoke is present, crawl low to the floor.
4. Use stairways; never use elevators.
5. Warn neighbors; but avoid putting yourself in danger.
6. If not already sounding, activate the fire alarm on your way out.
7. Once outside, assemble at the Evacuation Assembly Area.
8. Call (201) 684-6666 or 911 to report the fire.

Missing Students

1. Call (201) 684-6666.
2. Public Safety will begin an investigation to determine the status of the student.
3. Information will be collected and documented.
4. Authorities will be informed.

Internet Bullying

1. Call (201) 684-6666.
2. Avoid provoking the individual.
3. Block communication with the bully and do not respond to messages.

Restricted Movement (Lockdown)

1. Find shelter in the nearest, safest location.
2. Close and lock doors
3. Move towards the area of the room where the suspect cannot see you.
4. Keep quiet and silence your phone! Do not talk until safe to do so.
5. If safe to do so, call **911** (Report RCNJ & Location).
6. Keep the door shut until an all-clear is issued.

Power Outage

1. Remain calm.
2. Evacuate if instructed to do so and move cautiously to a lighted area.
3. Secure experiments/activities that may present danger while power is off or when restored.

Shelter-in-Place

1. Find a safe location in the building you are in.
2. Stay away from windows and doors.
3. Wait until an all-clear is issued.

Suspicious Behavior

1. Call (201) 684-6666 to report suspicious behavior.
2. Do not confront the person exhibiting the behavior.
3. Do not let unauthorized persons into a locked room/building.
4. Do not block a person's access to an exit.

Severe Weather

1. Immediately seek shelter in the nearest building available.
2. Go to an interior hallway or small room away from windows, doors and outside walls.

Suspicious Package

1. Do not touch or disturb the package.
2. Evacuate the immediate area.
3. Do not use cell phones or radios within close proximity.
4. Call (201) 684-6666.

Sexual Assault/Stalking

1. Get to a safe location.
2. Call (201) 684-6666 immediately following the incident.
3. Seek proper medical treatment, counseling services, and support from family/friends.

For other emergencies: follow instructions of authorities.