



## **Emergency Response and Evacuation**

### Notifications to the Campus Community

The NJIT Department of Public Safety will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the NJIT campus. All emergencies should be immediately reported to NJIT Department of Public Safety via any of the following methods: 3111 from any “campus” telephone; 973-596-3111 from any telephone other than a “campus” telephone; or from any “blue light” telephone located across the campus.

Upon being notified of an emergency situation on campus, the NJIT Department of Public Safety will immediately dispatch Police Officers to the reported emergency. Confirmation will be accomplished by a Police Officer verifying that a legitimate emergency or dangerous situation exists on campus. Upon confirmation, the police officer will notify the duty sergeant or ranking police supervisor on duty. Confirmation does not necessarily mean that all of the pertinent details are known or even available.

The duty sergeant or ranking police supervisor on duty will, without delay and taking into account the safety of the NJIT community, determine the content of the notification and initiate the Campus Wide Notification System. The content of the notification will be constructed in a manner to give out pertinent information regarding a confirmed threat to campus safety, and if necessary, the steps students, faculty, and staff should take to help ensure their own safety from that particular threat. The only reason NJIT will not immediately issue a notification for an emergency is if in the professional judgment of police officials that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications will be made via the Campus Wide Notification System. At times, this system may be supplemented through use of bullhorns and loudspeakers. To

accomplish a building evacuation, the building fire alarm system may be utilized. Information in the emergency notification will be updated and/or amended as necessary to reflect the status of the incident in order to ensure the safety of the campus community.

The Campus Wide Notification System allows NJIT to communicate important information on an expedited basis with students and employees via text message, phone, and email. Participation in the Campus Wide Notification System is voluntary and NJIT students, faculty, and staff are strongly encouraged to register via <http://www.njit.edu/campusnotifications/index.php>.

### Evacuation

The decision to evacuate a university building will be made by a police supervisor.

When evacuation is determined to be necessary, responding officers will facilitate an orderly evacuation of the affected building(s) and provide assistance to students, faculty and staff.

Each building has predetermined evacuation plans which should be followed if occupants are ordered to evacuate.