

# New Jersey City University Public Safety Department Lockdown - Inside Threat Suggested Actions

- **Event:** Intruder, active shooter or threat inside of building
- **Authority to Initiate:** (1) Public Safety (2) Law Enforcement (3) Fire

## Immediate Actions

- Call NJCU Public Safety
- Public Safety Department to call 911

## Protective Measures

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows, if possible
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance, if possible
- Remain in position until all clear and notified by law enforcement, fire, public safety, or designee

## Lockdown - Outside Threat Suggested Actions

- **Event:** Potential intruder, active shooter or threat outside of building
- **Authority to Initiate:** (1) Law Enforcement  
(2) Fire (3) Public Safety

## Immediate Actions

- Call Public Safety Department
- Public Safety to call Jersey City Police Department

## Protective Measures

- Check halls and rest rooms for students
- Close and lock exterior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, public safety, or designee

## Shelter in Place Suggested Actions

- **Event:** Hazardous material or chemical incident outside of building
- **Authority to Initiate:** (1) Fire (2) Law Enforcement (3) Principal (4) Public Safety

## Immediate Actions

- Notification will come from emergency responder or administrator
- Call Public Safety Department

## Protective Measures

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, public safety or designee