

To: New Students, County College of Morris
Re: Public Safety Department Welcome / Resources

Dear Students,

The Department of Public Safety (DPS) would like to take the opportunity to welcome you to the start / continuance of your academic career at CCM. The College will provide you with many moments to develop your future career skills and personal growth. At CCM there are many resources available to you to ensure that you will have a successful and safe experience while attending CCM.

The DPS wants to make you aware of the services that the DPS can provide, along with the safety initiatives that are in place at the campus. If you need to contact the DPS for any reason you can call 973-328-5550, which you should program into your phone. For emergencies that you feel requires a police response the Randolph Police Department can be contacted by calling 9-1-1. The CCM Public Safety Department and Randolph Police work closely to ensure your safety and security concerns.

The DPS is located in Building 675 adjacent to parking Lot #10. The DPS is manned 24/7. The mission of the DPS is to provide a safe and secure environment for all persons who interact with the College and to provide this in a manner and atmosphere which is conducive to your educational development. Specifically, the department has the responsibility of planning, supervising and monitoring all activities relating to the safety of the campus population. In addition, DPS staff are trained to respond and assess all types of emergencies that can occur at the campus to mitigate the safety of the campus population.

Public Safety personnel are non-sworn officers who are trained in first aid, emergency response, incident command, CCM campus and motor vehicle rules and regulations. Officers can provide assistance for those in need of escorts due to medical or security needs, vehicle problems and other campus safety / security concerns.

If you have any questions regarding your safety or security at CCM please feel free to contact the Public Safety Department at any time.

In closing, the Department of Public Safety wishes you all the best on your learning experiences and campus activities while attending the County College of Morris.

Steve Ackerman
Director Public Safety
County College of Morris

PUBLIC SAFETY RESOURCES:

Parking Permits:

All students driving a vehicle to campus need to have the vehicle registered with the Public Safety Department and a CCM parking permit displayed. To register your vehicle you will need to access the Public Safety webpage to submit an electronic registration application. At the start of the semester you will have two weeks to obtain your permit after which you will receive a citation for not having your vehicle registered. The permit system allows the Public Safety Department to respond more effectively to vehicle emergencies that may occur on campus. You will also need to familiarize yourself with the **CCM Motor Vehicle Rules and Regulations** which can be viewed on the Public Safety webpage. <https://www.ccm.edu/public-safety/>

The Public Safety webpage can be accessed via the CCM website using the “quick links” drop down menu. After submitting your application you will need to stop at the Public Safety Department to pick up your permit. You will need a current CCM Student ID, driver’s license and the vehicle registration to present to the Public Safety desk officer.

Campus Mapping / Emergency Evacuation Procedures / Emergency Notifications / Titan Alert:

Becoming familiar with the campus grounds and buildings will help you maneuver the campus in an efficient and safe manner. Familiarity with the grounds, facilities and buildings will help your reaction time in the event an emergency occurs on campus.

<http://www3.ccm.edu/accessible.html>

<https://www.ccm.edu/official-county-college-of-morris-mobile-app/>

At the beginning of each semester the faculty will review the procedure for the emergency evacuation from the respective classroom. Please remember that there is no one better to help you in an emergency than yourself. In the event of an emergency that affects the campus the Public Safety Department will assist in sending an **emergency notification** to the campus. The notification may be via: PA system, Fire Alarm or Titan Alert system. To receive a **Titan Alert** you will need to register your information with the College.

<https://www.ccm.edu/ccm-self-service-portal/student-self-service-portal/titan-alert/>

Persons with a disability may not be able to evacuate unassisted. A person who feels they will need assistance during an evacuation should contact the Public Safety Department (973-328-5550) to develop a plan for assistance should an evacuation take place.

Public Safety Assistance Exterior Call Boxes:

There are Public Safety Assistance call boxes located in the parking lots and on the walkways that can be used to contact the Public Safety dispatcher. The call boxes have two buttons: “**assistance**” and “**emergency**” and should be used responsibly. The call boxes are monitored by the security camera system to add with our response. The locations of the call boxes are listed in the CCM Motor Vehicle Rules and Regulations.

Public Safety Assistance Phones & AED Public Access:

Located in the building hallways and elevators are Public Safety Assistance phones / call boxes. The hallway phones are encased in yellow boxes. When activated the assistance phone / call boxes opens a direct phone connection with the Public Safety dispatcher. The phones are only to be used for Public Safety assistance and will only contact the Public Safety dispatcher.

Public Access AEDs have been installed in each building for anyone who desires to provide aid to someone experiencing a cardiac emergency. Before providing assistance you need to initiate the EMS (Emergency Medical System) and call 9-1-1 or have someone else make the call immediately. All the classrooms are equipped with network phones that allow for 9-1-1 to be called. You can also use your cell phone. When 9-1-1 is called you will be connected with the Morris County Communications Center police dispatcher.

Jeanne Clery Disclosure / Campus Security Policy and Campus Crime Statistics Act:

On the Public Safety webpage you can access the **CCM Annual Security Report** which is required by the U.S. Department of Education for institutions of higher education. The Annual Security Report (ASR) is submitted annually by the Director of Public Safety which details the College's safety initiatives, crime statistics and related security information. The ASR contains safety and security resources that you can use to help you remain safe while on or off campus.

<https://www.ccm.edu/public-safety/>

Confidential Witness Report Form: Reporting Suspicious Activity:

As part of the Federal, State, County and Local suspicious activity / persons reporting initiative the Public Safety Department provides an online Confidential Witness Report Form that can be utilized to report your concerns directly to the Public Safety Department. The electronic form provides you the option of being anonymous if you desire.

<https://www.ccm.edu/public-safety/>

The Public Safety Department encourages anyone observing suspicious activity or persons on campus to immediately call the Public Safety Department directly at: 973-328-5550. If you wish to remain anonymous inform the dispatcher and your identity will not be asked.

For additional resources concerning the Federal, State, County and Local suspicious activity / persons reporting visit the listed links:

<https://www.njhomelandsecurity.gov/see-something-say-something>

Active Threats on Campus:

We all need to be prepared in the event of an active threat on campus that can have catastrophic consequences. Fortunately, the chances of this occurring are low, but to help mitigate your chances of being victim information is provided in your student package: “Basic Safety Steps for Dealing with Active Shooter Threat”, that you can use as a resource. The best preparation is prevention. Prevention involves recognizing the early warning signs that someone may be leading towards an act of violence. Studies have shown that someone who acts violently does not just “snap”. There is a building process that provides individuals familiar with the person with signs; “leakage”, that an act of violence may occur. Recognizing the early warning signs are extremely important, but reporting your concerns to a Campus Authority, Law Enforcement or Counselor is paramount. The Sandy Hook Promise Foundation provides resources that covers this topic and can be viewed at:

<https://www.youtube.com/watch?v=A8syQeFtBKc>

<https://www.sandyhookpromise.org/>

The FBI is the leading agency in maintaining resources and statistics related to active threats. Related FBI resources can be found at:

<https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>

The College endorses the U.S. Dept. of Education, FBI, Dept. of Homeland Security and FEMA recommendations on responding to active threats: Run, Hide, Fight. The Public Safety webpage contains a link to the 2012 production of the; “**Run, Hide, Fight**” video and the 2018 Campus Safety Forum PowerPoint. Also, located on the Public Safety webpage is a link to the CCM: “**Emergency Response Guide**” that contains resources on how to respond to a variety of emergencies while on campus.

<https://www.ccm.edu/public-safety/>

For additional resources on responding to an active threat while on or off campus the New Jersey Office of Homeland Security and Preparedness provides information on their webpage.

<https://www.njhomelandsecurity.gov/active-shooter-response>