

# Security for You

## Annual Fire Safety and Security Report

### HOW TO GET HELP

If you observe a security incident or problem, or see a suspicious person, notify Security.

- For emergencies:
  - Muhlenberg campus – call Security 908 668-2121
  - JFK campus - dial **\*8** from any in-house phone
- Dial **\*123** for:
  - Angioplasty
  - Code Stroke
  - Code Triage

### YOUR SECURITY SERVICES

- Identification badges for all students and employees
- Exterior mobile patrols
- Closed-circuit security television
- Automated fire doors
- Interior patrol of facility
- Orientation on security procedures
- Smoke-free environment
- Direct dial emergency phone is located on mechanic's garage in the student parking lot.

Please see your Student Handbook for additional information.

## Safety Tips

Help us to help you by giving your cooperation. Because the single most important factor in any security system is everyone's informed, responsible and prudent behavior, the Security Department has prepared a list of safety tips. Here are the precautions you can take for your own safety:

- Walk accompanied by someone else at night
- Park in medical center parking lots – they are well-lit and patrolled
- Lock car doors/remove valuables
- Have car keys ready and look inside before getting in to be sure nobody is inside
- Call Security, X 52217 from an in-house phone or 908 668-2217 from a cell phone for an escort to your car
- Lock windows and doors of your office/unit when leaving an area
- In the dormitory, keep your door locked and ask who is knocking before opening it
- Report suspicious persons to the resident advisor or Security

## Our Statistics\*

	Muhlenberg Campus					JFK Medical Center Campus				
	2010	2011	2012	2013	2014	2010	2011	2012	2013	2014
Motor Vehicle Theft/Attempted	0	0	0	0	0	1	0	0	0	0
Theft	2	1	4	3	0	6	1	9	5	2
Simple Assault	0	0	0	0	0	1	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Sexual Offenses	0	0	0	0	0	0	0	0	0	0
Homicide	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Arrests	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation Arrests	0	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0
Bias Crimes	0	0	0	0	0	0	0	0	0	0
Fires on campus	0	0	0	0	0	0	0	0	0	0

\*Statistics provided by Jerry Kelly, Chief Security Officer for JFK Medical

### Should I call Security or the Police?

The Director of Security maintains a strong relationship with local, county, state and federal agencies in the event that assistance is needed from any outside supporting agency. When dialing for emergency 9-1-1 assistance, from JFK Medical Center, utilize \*8 on any non-patient/pay phone. While on Muhlenberg campus, dial Security 908 668-2217.

For incidents other than emergencies, such as investigations, theft, vandalism, automobile accidents, the Security Department would telephone directly to the local police department and request support from the proper authority depending on the situation.

#### Fire Safety System

The school building has 100% coverage of fire sprinklers which are monitored through the fire alarm system and ties in directly to the Plainfield Fire Department. The system includes sprinklers, smoke detectors, duct detectors, heat detectors, pull stations and extinguishers.

## Incident Reporting

In the event that a staff member observes or experiences a security breach or one of the incidents identified below that involves students, patients, visitors, staff and property, the following steps should be taken:

- Immediately call the Security Department (X52217) for Muhlenberg campus, emergency number. When security personnel respond

to the call, provide details.

- If necessary, the Director of Security, or administrative designee, will investigate the event.
- The Director of Security or senior officer on duty will make a determination on the need for additional personnel, including outside authorities.

- At the conclusion of the incident, the security responder will complete a Security Department Incident Report and other required documents and make the appropriate entry in the Security Log

- **Reportable Incidents** include but are not limited to:

- General safety hazards
- Fire/safety hazards
- Door/window open or broken
- Trespassers
- Thefts/Missing Property
- Property damage (including vehicular)
- Alarm activations
- Improperly parked vehicles
- Any internal physical support system which is emitting unusual noise, temperature, or odors
- Any interior or exterior light which is not operating, thereby posing a security/safety risk

Reportable incidents are to be investigated immediately by security staff.

### Where can I get more information?

**Student Handbooks** have specific policies on:

- ♦Missing Persons
- ♦Alcohol/substance Abuse Policy
- ♦Campus Sexual Assault Policy
- ♦Emergency Codes
- ♦Emergency Preparedness Plan
- ♦Armed Intruder/Hostage Situation
- ♦Fire Policies and Procedures

**For information on registered sex offenders -**

[www.state.nj.us/njsp/info/reg\\_sexoffend.html](http://www.state.nj.us/njsp/info/reg_sexoffend.html)

The **JFK Health System Intranet** - Under the Corporate link, click on Safety for safety and security information.