



**Introduction:**

Subject to the conditions set forth in this Request for Proposal ("RFP"), HCCC is requesting **sealed** Proposals for the following project:

Update Emergency Management Plan

Issued: 3/4/22

**PROPOSAL DUE DATE:** 3/15/22 11:00 AM

Proposals Must Be Delivered to: Hudson County Community College  
Purchasing Office  
ATTN: Mr. Jeff Roberson Jr., MBA  
26 Journal Square, 14<sup>th</sup> Floor  
Jersey City, NJ 07306

Please direct questions to:

Mr. Jeff Roberson Jr., MBA  
Director of Contracts and Procurement  
Hudson County Community College  
26 Journal Square, 14<sup>th</sup> Floor  
Jersey City, NJ 07306  
Telephone: 201-360-4054  
Email: [jrobersonjr@hccc.edu](mailto:jrobersonjr@hccc.edu)

## **Definitions**

Except as otherwise specifically provided, definitions are set forth as follows:

**HCCC**— Refers to Hudson County Community College.

***Request for Proposal (RFP)*** – Means this request for proposals for Update Emergency Management Plan

***Addenda*** — Refers to the written or graphic instruments issued by the HCCC Representative prior to the Proposal Deadline, which modifies or interprets the RFP by additions, deletions, clarifications, or corrections.

***Proposer*** – Refers to the firm or individual that is interested in and/or responds to the RFP.

***Proposal*** - Refers to all documents required by the RFP that the Proposer must submit to the HCCC.

***Proposal Deadline*** - Refers to the time and date indicated in the RFP as the latest date and time that a Proposal will be accepted.

***Contract*** – Refers to the final agreement reached between the successful Proposer and HCCC.

***Contractor*** - The Term Contractor shall mean the successful Proposer awarded the Contract.

***Subcontractor*** — The term Subcontractor shall mean any individual, company, or corporation to whom the Contractor assigns any part of the Contract.

# Table of Contents

<b>Definitions.....</b>	<b>2</b>
1. Request for Proposal .....	5
2. General Background .....	5
3. Purpose .....	5
4. Scope of Work .....	5
5. PROPOSAL REQUIREMENTS .....	7
1. TITLE PAGE .....	7
2. STAFF QUALIFICATIONS .....	7
3. FIRM’S QUALIFICATIONS.....	7
4. FINANCIAL STABILITY .....	8
5. REFERENCES .....	8
<b>2.0 ADDITIONAL DOCUMENTATION .....</b>	<b>9</b>
1. STATEMENT OF OWNERSHIP DISCLOSURE.....	10
2. AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED PROPOSERS .....	13
3. NON- COLLUSION AFFIDAVIT .....	14
4. CERTIFICATE OF EQUAL OPPORTUNITY .....	15
5. AFFIRMATIVE ACTION QUESTIONNAIRE .....	16
6. HUDSON COUNTY COMMUNITY COLLEGE DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN ..	17
EXHIBIT A: A MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE.....	19
<b>3.0 PRICE PROPOSAL .....</b>	<b>21</b>
1. INFORMATION TO BE INCLUDED IN THE PRICE PROPOSAL .....	22
2. Code of Conduct and Fair Competition .....	22
3. Compliance with Federal, State and Local Laws .....	22
4. Limitation of Liability .....	22
5. Qualification of Proposer .....	23
6. Preparation of Proposal .....	23
7. Communications Regarding the RFP .....	24
8. Addenda to RFP .....	24
9. Submission of Proposals .....	24
10. Alternate or Substitute Proposals .....	25
11. Late Submissions, Modifications, and Withdrawals of Proposals.....	25
12. DEBARMENT, SUSPENSION, OR DISQUALIFICATION – N.J.A.C. 17:19-4.1 .....	26

<b>13.</b>	<b>OWNERSHIP DISCLOSURES REQUIRED .....</b>	<b>26</b>
<b>14.</b>	<b>NON-COLLUSION AFFIDAVIT .....</b>	<b>26</b>
<b>15.</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE .....</b>	<b>26</b>
<b>16.</b>	<b>ANTI-DISCRIMINATION PROVISIONS .....</b>	<b>26</b>
<b>17.</b>	<b>INDEMNIFICATION .....</b>	<b>27</b>
<b>18.</b>	<b>NEW JERSEY PAY-TO-PLAY REQUIREMENTS .....</b>	<b>27</b>
<b>19.</b>	<b>NEW JERSEY BUSINESS REGISTRATION CERTIFICATE AND SALES AND USE TAX REQUIREMENTS, P.L. 2004, c.57 .....</b>	<b>28</b>
<b>20.</b>	<b>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN .....</b>	<b>28</b>
<b>21.</b>	<b>RECORD MAINTENANCE.....</b>	<b>29</b>
<b>22.</b>	<b>TERMINATION .....</b>	<b>29</b>
<b>23.</b>	<b>INSURANCE .....</b>	<b>29</b>
<b>24.</b>	<b>FORM OF CONTRACT .....</b>	<b>30</b>

## 1. Request for Proposal

Hudson County Community College's (HCCC) Division of Finance is formally requesting proposals through a fair and open process from qualified vendors to provide an online certificate training programs in technology. A contract, if awarded, will be awarded to the proposer, whose proposal is determined to be in the best interests of the College, price and other factors considered, taking into account all of the information requested in the RFP.

## 2. General Background

Hudson County Community College is a public, comprehensive urban community college committed to offering high-quality programs that are affordable, accessible and community-centered. Hudson County Community College, is comprised of three campuses located just minutes from Manhattan in Jersey City, Union City, and Secaucus, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station. The Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and programs in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States.

The College services the residents and businesses of Hudson County, one of the most densely populated and ethnically diverse areas of America. Our student body reflects the makeup of Hudson County with slightly more than 50% being of Hispanic heritage, about 16% African-American, 11% White, 8% Asian-American/Pacific Islander and 15% Other. More than one-third of HCCC students were born outside of the United States and have reported nearly 105 different countries as their places of birth. Sixty percent of the College's student body are women.

## 3. Purpose

Hudson County Community College is seeking a vendor to provide

The College is attempting to update its Emergency Management Plan to ensure it reflects current best practices and complies with New Jersey Homeland Security standards.

## 4. Scope of Work

Hudson County Community College is proud to serve one of the most ethnically and racially diverse areas in the nation, including Jersey City, which has been recognized as the most diverse city in the United States. Our commitment to embracing and celebrating our differences while recognizing and building on our commonalities is the foundation of our engaged and inclusive community. Our shared experiences inspire and inform our commitment to ensuring all community members are served with inclusive, high-quality educational programs that promote student success and upward social and economic mobility.

The scope of the services includes

That law, P.L. 2011, Chapter 214, includes the following provisions:

- The governing board of each institution shall develop & coordinate an emergency operations plan to ensure continuity of essential institution functions.

Each plan shall identify a baseline of preparedness for all potential emergencies, including pandemics

#### **EMERGENCY MANAGEMENT PLAN UPDATE**

Vendor will also review the current written Emergency Management Plan and update the Plan to ensure it reflects current best emergency management practices and complies with law A-2405.

Plan appendices will also be updated to reflect updated information including critical contacts for both emergency management and College officials.

The update will include a site visit, and meetings with key staff, at each of the following facilities.

1. 70 Sip Avenue
2. 162-168 Sip Avenue
3. Culinary Conference Center, 161 Newkirk Street
4. 870 Bergen Avenue
5. 81 Sip Avenue
6. 119 Newkirk Street
7. 2 Enos Place
8. 71 Sip Avenue
9. 26 Journal Square
10. 4800 Kennedy Boulevard, Union City
11. 263 Academy Street

Vendor will also ensure that the plan includes the latest requirements as forth under the National Incident Management System (NIMS). While most emergency situations are handled locally, when there's a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management.

Once the Plan is updated, vendor will provide HCCC with an updated electronic version of the Plan suitable for its intranet as well as four (4) bound copies.

#### **Hazard Vulnerability Analysis (HVA)**

A Hazard Vulnerability Analysis is the identification of hazards and the direct and indirect effect these hazards may have on the school grounds.

Vendor will collect an HVA from the Office of Emergency Management to identify potential

emergencies that could affect the school's services or its ability to provide those services. Specific "best practice" procedures will be developed based on a review of this document.

Critical features of the desired program proposal should include:

- Plans must include the following:
- Identification of essential functions, programs & personnel;
- Procedures to implement the plan;
- Delegation of authority & lines of succession;
- Identification of alternative facilities & related infrastructure & communications;
- Identification & protection of vital records & databases; and
- Schedules & procedures for periodic tests, training & exercises

## 5. PROPOSAL REQUIREMENTS

Proposals must be organized in the following format:

Title page

Staff qualifications

Firm's qualifications

Technology and Finance Training experience

Financial Stability

References

Contractor Information Form Acknowledgement of Addenda Conflict of Interest Statement

Ethics Statement

Bid/Proposal affidavit

Other Documents and Forms required by the RFP

Failure to include all the documents may render the proposal non-responsive and the offer may be rejected.

### 1. TITLE PAGE

The title page must be on company letterhead and should include the name and address of the firm submitting the proposal, a contact person at the firm, including email address and telephone number, for the proposal, and the date of submission. The page should also state the RFP title.

### 2. STAFF QUALIFICATIONS

Identify and provide detailed resumes for all consultants who will work on the contract. Information for each person shall include their educational background, certifications, and work experience.

### 3. FIRM'S QUALIFICATIONS

All services furnished under this contract shall be firms that have been in business for at least five (5) years and must be currently licensed and insured in the area where the work is to be performed. Failure to provide such proof may result in the firm being determined to be non-responsive and not eligible for award.

Provide detailed information about the following items relating to the firm's qualifications and relevant experience, including, but not limited to the following:

1. Provide a company overview, including size, revenue, services provided, and business outlook. Provide information about the length of time the firm has been providing Training services, as well as any other services that may be provided by the firm.
2. Provide information about the number and size of higher education institutions who have utilized the Training services of the firm in the past three (3) years. Detail the number of institutions that are public, private, four-year and two-year. At least two (2) higher education clients in the past three (3) years is a minimum qualification to be considered for this solicitation.
3. Is there any pending litigation against your firm? If so, please describe.
4. Are there any significant changes expected in your firm's client base or company operations that would affect your firm's ability to provide services to the College?

#### 4. FINANCIAL STABILITY

Proposers shall submit graphic, narrative, and documentary material to clearly demonstrate qualifications, financial responsibility, and performance capability of the firm. Proposers shall disclose if the firm has ever filed for bankruptcy, and if applicable, provide information as to the date of the filing, the type of filing, and the resolution. Provide independently audited, reviewed or compiled financial statements for the three most recent complete fiscal years. All statements provided in this section must be current. Proposers should also list any lawsuits brought against the proposer within the last five (5) years. "Upon Request" is not a satisfactory answer.

#### 5. REFERENCES

Personnel of the College may contact 3 references listed in the Technical Proposal, as well as other sources referred to them in the course of the evaluation. References will be questioned about such items as the Proposer's overall performance, organization, cooperation, timeliness, and quality of support. The Proposer shall insure that contact information is current. Use the reference form provided in this section.

#### 6. Quick Reference Guide

Vendor will be required to produce and update the Quick Reference Guide included:



Close to Home. Affordable.  
High Quality. Life-Changing.

# EMERGENCY MANAGEMENT QUICK REFERENCE GUIDE



Journal Square Campus  
North Hudson Campus

# HCCC SECURITY DEPARTMENT/COURTESY WALL PHONE LOCATIONS

## HCCC Security Department

Hudson County Community College Security Department is responsible for the Security at all HCCC campus buildings. All security officers and supervisors report to the Director of Safety and Security.

The HCCC Security Department DOES NOT have police authority to apprehend or arrest anyone involved in illegal acts on campus or immediately adjacent to the campuses. If minor offenses involving College rules and regulations are committed by a College student, the Security Department will refer the individual to the Dean of Students for disciplinary action.

Major offenses such as murder, rape, robbery, aggravated assault, burglary, auto theft, and all sex offenses must be reported immediately to the Police (via 9-1-1). The Police will then conduct the investigation.



71 Sip Ave., Library Bldg.  
Room L003

The Security Department Office is located in the basement of the ~~25 Journal Square Building (Room BB12)~~. The main Security contact phone number is 201-360-4080. This Office is "manned" 24 hours per day seven days per week.

The Department and its security officers are equipped with two-way radio communication to contact and exchange information. The Department maintains an excellent rapport with State, County, and local Police Agencies.

Upon receiving a report, trained personnel will immediately dispatch a security officer to the area. Officers conduct both mobile and foot patrols of the respective locations during the day/evening hours as required.

Post #	Description	Address	Bldg. Code	Extension
1	Command Center	81-87 Sip Ave.	G	4080/4085
2	Command Center	81-87 Sip Ave.	G	4080/4085
3	Security Operation Center (S.O.C.)	71 Sip Ave.	L	4080/4085
4	Security Operation Center (S.O.C.)	71 Sip Ave.	L	4080/4085
5	Front Desk	70 Sip Ave.	A	4149
6	Front Desk	162/168 Sip Ave.	C/D	4092



# HCCC SECURITY DEPARTMENT/COURTESY WALL PHONE LOCATIONS

Post #	Description	Address	Bldg. Code	Extension
7	Front Desk	161 Newkirk St.	E	4710
8	Front Desk/Dispatch	870 Bergen Ave.	F	4086
9	Front Desk	81/87 Sip Ave.	G	4105
10	Front Desk	119 Newkirk St.	I	4087
11	Front Desk	2 Enos Place.	J	4096
12	Front Desk	71 Sip Ave.	L	4090
13	Front Desk	263 Academy St.	Stem (S)	4711
14	Rover	263 Academy St.	Stem (S)	N/A
N1	Front Desk/Dispatch	4800 Kennedy Blvd.	NHC	4777
N2	I.D. Checking	4800 Kennedy Blvd.	NHC	4777
N3	CDC Entrance	4800 Kennedy Blvd.	NHC	4718
N4	Rover	4800 Kennedy Blvd.	NHC	N/A
N5	Ped. Bridge 3rd Fl.	4800 Kennedy Blvd.	NHC	4719

**THE SECURITY DEPARTMENT REQUESTS THAT ALL INCIDENTS INVOLVING SUSPICIOUS PERSONS, ACTIVITIES, BEHAVIORS, THREATS, THEFTS/LOSSES AND OTHER CRIMES, AND POTENTIAL SAFETY AND SECURITY ISSUES BE REPORTED ASAP.**



# HCCC SECURITY DEPARTMENT/COURTESY WALL PHONE LOCATIONS



## HCCC Campus Wall Phone Locations



BUILDING	FLOOR	LOCATION
<del>Building B 25 Pathside</del>	2 <sup>nd</sup> Floor	<del>❖ On wall with fire alarm across from room B210</del>
	3 <sup>rd</sup> Floor	<del>❖ On wall with fire alarm &amp; stairway A across from room B310</del>
	4 <sup>th</sup> Floor	<del>❖ On wall between room B412 &amp; B413</del>
Buildings C & D 162-168 Sip Avenue	1 <sup>st</sup> Floor	❖ On wall, next to the activity board and office D108
	2 <sup>nd</sup> Floor	❖ On wall, next to faculty office D208
Building F 870 Bergen Avenue	1 <sup>st</sup> Floor	❖ On wall leading to Student Lounge Area (next to room F106)
	2 <sup>nd</sup> Floor	❖ On wall, next to room F221 ❖ On wall between classrooms F208 & F210
	3 <sup>rd</sup> Floor	❖ On wall near fire alarm, stairway B, across from room F301
Building J 2 Enos Place	Basement	❖ On wall, next to J001 ❖ On wall, between J003 & J004
	1 <sup>st</sup> Floor	❖ On wall, next to J101 ❖ On wall, next to J102
	2 <sup>nd</sup> Floor	❖ On wall, next to J201 ❖ On wall, next to J202
	3 <sup>rd</sup> Floor	❖ On wall, next to J301 ❖ On wall, next to J302



# HCCC SECURITY DEPARTMENT/COURTESY WALL PHONE LOCATIONS

BUILDING	FLOOR	LOCATION
<b>LIBRARY Building L</b> 70 Sip Avenue	3 <sup>rd</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to L003</li> <li>❖ On wall, between L318 &amp; L319</li> <li>❖ On wall, opposite Men's &amp; Women's Restroom.</li> <li>❖ On wall, next to L327</li> </ul>
	4 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to L427</li> <li>❖ On wall, opposite Men's &amp; Women's Restroom.</li> <li>❖ On wall, between L418 &amp; L419</li> </ul>
	5 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to L527</li> <li>❖ On wall, opposite Men's &amp; Women's Restroom.</li> <li>❖ On wall, between L518 &amp; L519</li> </ul>
	6 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to entrance of L618</li> </ul>
<b>STEM BUILDING Building S</b> 263 Academy Street	2 <sup>nd</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to S217</li> </ul>
	3 <sup>rd</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to S317</li> </ul>
	4 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to S417</li> </ul>
	5 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to S517</li> </ul>
	6 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ On wall, next to S617</li> </ul>
<b>North Hudson Campus (NHC)</b>	1 <sup>st</sup> Floor	<ul style="list-style-type: none"> <li>❖ Next to Enrollment Center (N105)</li> </ul>
	2 <sup>nd</sup> Floor	<ul style="list-style-type: none"> <li>❖ Next to Multipurpose Room (203)</li> </ul>
	3 <sup>rd</sup> Floor	<ul style="list-style-type: none"> <li>❖ Next to Library and 309 (I.T. Department)</li> </ul>
	4 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ Between Rooms 403 and 404 and next to Room 413</li> </ul>
	5 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ Between Rooms 503 and 504 and next to Room 514</li> </ul>
	7 <sup>th</sup> Floor	<ul style="list-style-type: none"> <li>❖ Next to Room 703 (Faculty Offices) and between Room 705 and 704</li> </ul>



## Medical Emergencies



Sudden Cardiac Arrest  
Severe Bleeding  
Shock  
Unconsciousness  
Heat Stroke  
(Other Medical Emergency)



If necessary, call 9-1-1 to contact emergency responders.

State your name, name of the injured/ill person, location, and type of emergency. Stay with the victim until an emergency responder arrives. Advise College Security at X-4080 as soon as possible.

**Note:** Call 9-1-1 in any situation where someone's health, safety or property is threatened.

When making a 9-1-1 phone call using a cell phone (or any other phone) always inform the 9-1-1 dispatcher of your location (address, building, floor, etc.) and a clear description of the emergency. Do not hang up the phone.

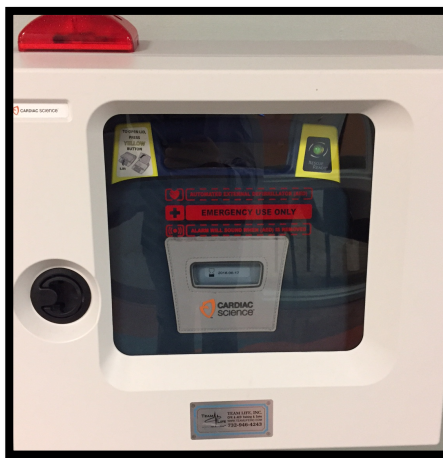
### Student Crisis Protocols

Specific information related to Student Crisis Response Protocols can be obtained by contacting the Division of Student Affairs or referring to the Division of Student Affairs' *Student Crisis Response Protocol Referral Guide for Faculty and Staff*.

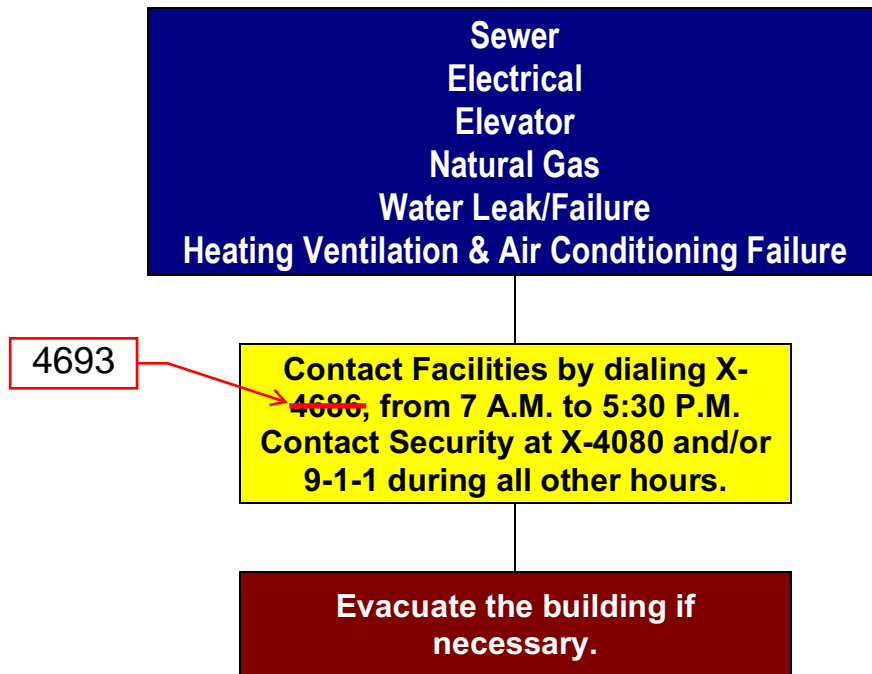
## MEDICAL EMERGENCIES/STUDENT CRISIS RESPONSE PROTOCOLS

**AEDS on the CAMPUS<sup>2</sup>**

BUILDING	LOCATION(S)
71 Sip Avenue	BASEMENT through floor 6
<del>25 Journal Square</del>	<del>SECURITY OFFICE</del>
2 Enos Place	BASEMENT through 3 <sup>RD</sup> Floor
Security Jeep	1 in REAR of VEHICLE
119 Newkirk Street	1 <sup>ST</sup> Floor
161 Newkirk Street	Floors 1 and 5
870 Bergen Avenue	1 <sup>ST</sup> Floor
81-87 Sip Avenue	1st Fl., 2nd. Fl, and Mezzanine Level
70 Sip Avenue	1 <sup>ST</sup> and 4 <sup>TH</sup> Floors
162-168 Sip Avenue	1 <sup>ST</sup> Floor
263 Academy Street (STEM)	Floors 1 through 6 On wall across from the elevators
4800 Kennedy Boulevard (North Hudson Campus)	Floors 1 through 7  NOTE: There are two (2) AED'S on the 3 <sup>rd</sup> Floor and one (1) AED in the Security Office



## Utility Failure



NOTE: ELEVATORS ARE EQUIPPED WITH EMERGENCY INTERCOMS THAT COMMUNICATE DIRECTLY WITH THE COLLEGE SECURITY DEPARTMENT.



UTILITY FAILURE

## Telephone Failure

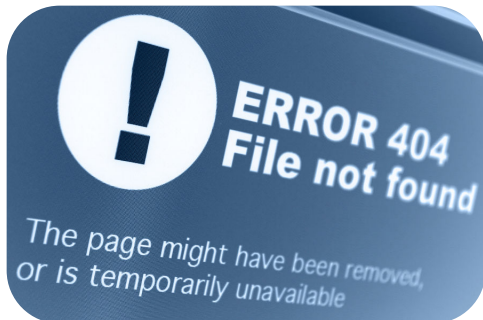
In the event of a telephone failure on the College Campus, the following communication options should be utilized.

- The “360” phone number prefix is tied to the phone switch. All telephone sets issued throughout the College have this prefix with the exception of the main College telephone numbers that are 201-714-7100, 201-714-7200, and 201-714-7300. Therefore, phones w/ a “714” prefix may function during a telephone failure.
- Departmental fax hand sets, e-mail and cellular phones may be other sources of external communication in the event of a telephone failure.



***College Security can be contacted via their  
communication failure number at  
201-714-7263.***

## Computer Failure



For information technology failures that disrupt computers or network infrastructure campus-wide, contact the Information Technology Services Help Desk at X-4310 or 201-360-4310.

# Fire

## Definition

A fire/smoke condition in an HCCC building.

## Notification

Notification of a fire will come in one of three ways:

- Automatic Fire Alarm
- Manually Pulled Alarm
- Person to person contact (i.e. telephone)

## Fire Procedure

Anytime that a fire or potential fire related hazard (smoke, gas, etc.) is evident, the building fire alarm must be sounded and the building evacuated immediately following appropriate evacuation guidelines. Call 9-1-1.



### Smoke or fire that is visible

**R**ESCUE Rescue anyone in immediate danger from the fire, if possible. Do not jeopardize your own safety. Before entering a room, the door should be checked for heat by placing your hand on the door.

**A**LARM Pull the nearest fire alarm box and contact Security from a safe location. Give the exact location of the fire.

**C**ONTAIN Close all doors on the way out.

**E**XTINGUISH/EVACUATE If it is safe to do so, small controllable fires should be extinguished using the guidelines below. Staff members should assist in the evacuation of students and other staff members. Do not use elevators. Use Suggested Assembly Areas as identified in the Evacuation section of this Guide, if necessary.

### How to use a fire extinguisher

**P**ULL Pull the pin.

**A**IM Aim the nozzle at the base of the flames.

**S**QUEEZE Squeeze the handle.

**S**WEEP Sweep the agent over the base of the flames.



**FIRE**

## Armed Student/Intruder/ Impending Threat of Violence

- Remain calm.
- Contact the Police immediately by dialing 9-1-1 and College Security at X-4080 or 201-360-4080 when safe to do so.
- In the event of a Hostage Situation, evacuate the building immediately.
- In the event of a School Violence/Shooting situation, Security and law enforcement will attempt to initiate either a building evacuation or building lockdown.



### Armed Student, Armed Intruder, or Information of an Impending Threat of Violence at the College

#### Internal Threat

#### External Threat

##### **RUN**

- ✓ Have an escape route and plan in mind
- ✓ Leave your belongings behind
- ✓ Keep your hands visible

##### **HIDE**

- ✓ Hide in an area out of the shooter's view
- ✓ Block entry to your hiding place and lock the doors
- ✓ Silence your cell phone and/or pager

##### **FIGHT**

- ✓ As a last resort and only when your life is in imminent danger
- ✓ Attempt to incapacitate the shooter
- ✓ Act with physical aggression and throw items at the active shooter

- ✓ Move students and staff inside as quickly as possible
- ✓ Assist those needing special assistance
- ✓ Report to the nearest lockable classroom
- ✓ Check for injuries and assist in the evacuation of injured individuals if it is safe to do so.
- ✓ Be Quiet! Silence/Monitor cell phones, e-mail, etc. for possible instruction from the College/law enforcement.
- ✓ Follow "Internal Threat" guidelines in this section.

During a lockdown all classroom, office doors, etc. are to remain locked, if possible, until the "all clear" is announced. When law enforcement arrives: Remain calm and follow instructions; Put down any items in your hands (i.e., bags, jackets); Raise hands and spread fingers; Keep hands visible at all times; Avoid quick movements toward officers such as holding on to them for safety; Avoid pointing, screaming or yelling; Do not stop to ask officers for help or direction when evacuating.

## ACTIVE SHOOTER/IMPENDING THREAT OF VIOLENCE

## Media/Civil Disturbance/Student Disruptions

### Definition

An incident that disrupts or has the potential to disrupt the orderly function of the College.

### Media

All requests from newspaper, broadcast and online journalists for information about an emergency or other situation involving Hudson County Community College should be directed to the Department of Communications. The Department of Communications can be contacted by calling X-4060.

### Student Disruptions/Civil Disturbances

- Call the College Security by dialing X-4080 or 9-1-1.
- Keep the students in their classrooms.
- Faculty should not leave students unsupervised.
- Staff should not intervene in the dispute.



### Workplace Violence (WPV)

#### Workplace Violence

Violence, threats, intimidation, and other disruptive behavior will not be tolerated at the College. All reports of incidents will be taken seriously and will be dealt with appropriately.

The Public Employees Occupational Safety and Health Administration (PEOSHA) defines workplace violence as any physical assault, threatening behavior, or verbal abuse occurring in the work setting. Workplace violence includes:

- |                 |                                  |  |
|-----------------|----------------------------------|--|
| ▪ Beatings      | ▪ Psychological traumas          | ▪ Abusive/offensive language, gestures, or contact |
| ▪ Stabbings     | ▪ Intimidation                   | ▪ Being followed, sworn at or shouted at           |
| ▪ Suicides      | ▪ Threats or obscene phone calls |  |
| ▪ Shootings     |                                  |  |
| ▪ Rapes         |                                  |  |
| ▪ Near-suicides |                                  |  |

#### Examples of Workplace Violence

- Verbal threats to inflict bodily harm, including vague or covert threats
- Attempting to cause physical harm; striking, pushing or other aggressive physical acts against another person
- Verbal harassment; abusive or offensive language, gestures or other discourteous conduct towards another person
- Inappropriate remarks, such as making delusional statements
- Disorderly conduct (e.g. shouting, throwing or pushing objects, etc.)
- Making false, malicious or unfounded statements against another person that tend to damage their reputations or undermine their authority
- Fascination with guns or other weapons; bringing weapons into the workplace.

**Report WPV to  
College Security at  
X-4080 &/or the  
Police as soon as  
possible via 9-1-1.**



**MEDIA/CIVIL DISTURBANCE/STUDENT DISRUPTIONS/WORKPLACE VIOLENCE**

## Severe Weather

### Natural Disasters: Thunderstorms, Floods, Hurricanes, Earthquakes, Winter Storms, etc.

#### Definition

Conditions are favorable for the above listed natural disasters.

#### Procedures

- Regular College operations may be suspended. Advance preparation enables the College to cope with such situations. Follow the guidelines noted in the “Closing the College” section of this Guide.
- The first condition for making a decision to suspend operations is safety. The final decision for closing any or all College locations is made by the College President or designee.



### Tornado Watch or Warning

#### Definition

**Tornado Watch**: Conditions are favorable for severe weather.

**Tornado Warning**: Severe conditions have been sighted; take shelter immediately.

#### Procedures

- In the event an actual tornado is sighted in the area (tornado warning), College Security will notify all students, employees, faculty, via verbal notification, e-mail, phone mail, and/or telephone, etc.
- All persons in campus buildings should go to the lowest level possible within the building. Enter an interior room or hallway with no windows or stay away from windows.
- Persons should remain in a place of shelter until an all-clear signal is sounded. The all clear will be communicated by the same methods indicated above.
- After the all-clear is sounded, assess any damage and/or injuries. Report all damage and injuries to the College Security (X4080) & emergency responders by calling 9-1-1 immediately.

## Closing the College

### Definition

Weather related or other emergency condition(s), necessitating the closing of the College.

### Procedures

The Department of Communications will also assist in communicating school announcements including whether or not the College will be closed due to an emergency (e.g. severe storm). School closing announcements, which are only issued through the College President's Office.

The College's website can also be accessed for critical information on the status of the school at [www.hccc.edu](http://www.hccc.edu) as well as the College's Facebook page ([www.facebook.com/hcccedu](http://www.facebook.com/hcccedu)) and Twitter account (@hudsonCCC).

Weather related College closure information will also be noted on the automated selection menu of the College's telephone number at 201-714-7100 and press 1 for emergency information.

Radio announcements may also be made on the following radio stations:

- WADO 1280 (AM)
- WVNJ 1160 (AM)
- 1010 WINS (AM)
- WCBS 880 (AM)
- NEWS 12, and WNBC-TV



## How to Recognize, Handle, and Report a Suspicious Package or Envelope

**If you receive a suspicious letter or package**  
**What should you do?**

**1** Handle with care  
Don't shake or bump

**2** Isolate and look for indicators

**3** Don't Open, Smell or Taste

**4** Treat it as Suspect!



### Some characteristics of suspicious packages and envelopes include the following:

- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address
- Appearance
- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

### Handling and Reporting of Suspicious Packages or Envelopes

- DO NOT OPEN IT
- Do not shake or empty the contents of any suspicious package or envelope.
- Do not leave the area, carry the package or envelope, show it to others or allow others to examine it.
- Put the package on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- Alert others in the area about the suspicious package or envelope.
- Call 911 and College Security at 201-360-4080, or tell someone to call the College Security.
- Cover the suspected contaminated object with whatever is available to prevent the contents from spreading. Use whatever is available, such as a wastepaper basket, newspaper, etc.
- A Police or Security Officer will escort you to a safe area.

## SUSPICIOUS PACKAGES AND ENVELOPES

## Bomb or Bomb Threat

### Definition

A device or threat of a device, which may explode.

There are three likely methods of receiving a Bomb Threat – Telephone, Letter/E-Mail, or Delivered Package.

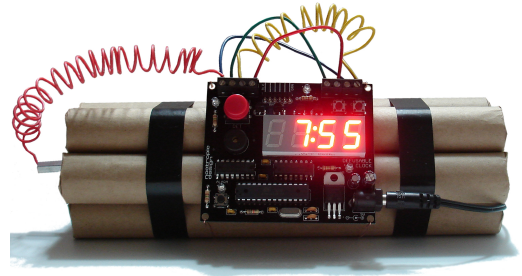
### Transmissions May Set Off A Bomb



**DO NOT USE:**  
**Radios/Walkie-Talkies/Cell**  
**Phones/Beepers within 300 feet of the**  
**bomb threat location**

### Procedure

- Stay calm. Note the phone number on the phone's "Caller ID" if available.
- Obtain as many details as possible if a bomb threat is made. **COMPLETE THE ATTACHED CHECKLIST.**
- Dial 9-1-1 to notify the Police. Call Security at X-4080.
- **\*\***Evacuate the building and move to a designated area, at least 300 feet from the building (see Evacuation Guide).
- While evacuating the building, look for unusual devices and listen for suspicious noises. Report suspicious items to the Police.
- Do not touch anything suspicious.
- Assist Emergency Responders as requested.



**\*\* Note:** HCCC has taken the position that school officials will not automatically evacuate in the event of a bomb threat. A decision regarding evacuation will always be made based on the information known and in consultation with Security and law enforcement. If access control for the building is reasonable and the threat is not a hoax, it is probable the explosive device would be placed near the building perimeter. Thus, a well-meaning evacuation could have the effect of moving building occupants from areas of relative safety through the high-risk blast zone. A lockdown procedure may be utilized as an alternative to keep students, staff and visitors safe.

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

## Evacuation

Upon notification that a building must be evacuated, occupants of the building should walk quickly and calmly (DO NOT RUN) to the nearest marked building exit. DO NOT USE ELEVATORS. If necessary, use an alternate exit if the nearest exit is inaccessible.

In a smoke filled room, stay low to the floor. If available, a wet towel or cloth placed over the nose and mouth can act as an effective temporary smoke filter.



In the classroom, the instructor is responsible for immediately evacuating his/her class from the building and ensuring that the classroom doors are closed upon exiting.

Occupants of offices should make sure that doors are shut as they leave. In large offices occupied by many individuals, the department head or supervisor should ensure that doors are closed.

Once outside, evacuees must stand at least, but not less than (300) three hundred feet away from the building, so as to allow clearance for emergency personnel to operate. Evacuees are to follow the instructions of the staff members or authorized emergency personnel if a distance greater than the minimum suggested is required to guarantee their safety. If possible, department heads and faculty should verbally advise employees, students, and other evacuated individuals to gather and remain at the Suggested

Assembly Area which may include locations as directed by Security Department, faculty and staff.

A "Building Specific Evacuation Plan" that identifies specific Evacuation Routes has been identified as part of this Evacuation section.

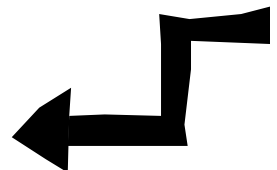
If necessary, the College Security Department or other emergency response personnel may direct you to an alternate location. Please provide them with your complete cooperation. Please note that parking lots and roadways may be used by emergency response vehicles and therefore, must not be used as assembly areas.

### **GUIDELINES FOR INDIVIDUALS WITH DISABILITIES**

If evacuation is not possible, individuals with physical disabilities may remain in a building during an emergency evacuation condition only if they are non-ambulatory, when elevator assistance is essential for their evacuation, and/or they are located either above or below the ground floor. All other persons without disabilities should evacuate the building in an emergency evacuation condition. Elevators must not be used during an emergency evacuation condition unless its use is authorized by an appropriate emergency responder (e.g. Facilities, College Security, Fire Department, etc.). Those individuals that are sight impaired should seek assistance from any of the buildings occupants.

Additional guidelines:

- If on the ground floor, exit by normal means to a Suggested Assembly Area.
- If above or below the ground floor, seek a safe location/room, preferably one with a window, communication device, and a solid door. If possible, dial x-4080 or 9-1-1 (or have someone call for you) to contact the College Security Department and advise that you are a person with a physical disability (identify the disability) and need rescue assistance from an emergency responder. Provide your building, floor, room number, and telephone number from which the call is being placed. If it is safe to do so, remain by the phone. The dispatcher will periodically contact the individual to keep them informed. If a telephone is not readily accessible, have someone advise an emergency responder of your specific location.



NOTE: Disabled persons that are occupying a College building during hours that are not considered to be normal working hours (generally between 11PM and 7AM Monday through Friday and at anytime during the weekend) are encouraged to contact the College Security Department at extension 4080 and inform the Dispatcher they are in the building.

### **GUIDELINES FOR SECURITY IN ASSISTING INDIVIDUALS WITH DISABILITIES**

Adhere to the following guidelines when assisting individuals with disabilities:

- Assist those individuals with disabilities as a priority.
- An individual that is non-ambulatory should be relocated to a Suggested Rescue Area. This is generally a secure stairway or other room that is fire/smoke rated and has a communication device.
- Dial x-4080 or 9-1-1 to notify the College Security Department/Police of the building, floor, and room number where the individual is located.

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
A	70 Sip Avenue Jersey City			NOTE: STAIRWAY B IS THE SECONDARY EXIT OUT OF THE 70 SIP AVENUE BUILDING. THIS STAIRWAY IS LOCATED AT THE REAR OF THE BUILDING & WILL PUT YOU IN THE PARKING LOT. PROCEED TO SIP AVE., MAKE A LEFT & WALK TO ASSEMBLY AREA.
A	70 Sip Avenue Jersey City	Basement	A019, Ladies' & Men's restrooms	Exit Basement through stairway A to 1 <sup>st</sup> floor. Exit through Reception Area Main Entrance onto Sip Ave. Make a left and proceed to assembly area on Sip and Summit Avenues.
A	70 Sip Avenue Jersey City	1 <sup>st</sup> Floor	Bursar's Office & Areas	Exit Bursar's office, proceed to exit out the main entrance of building and make a left and proceed to assembly area at the corners of Sip and Summit Avenues.
A	70 Sip Avenue Jersey City	1 <sup>st</sup> Floor	Admission's Offices & Areas	Exit areas, exit out the main entrance proceed to the assembly area located at the corners of Summit & Sip Avenues.
A	70 Sip Avenue Jersey City	1 <sup>st</sup> Floor	Student Services' & Areas	Exit areas, exit out the main entrance proceed to the assembly area located at the corners of Summit & Sip Avenues.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
A	70 Sip Avenue Jersey City	1 <sup>st</sup> Floor	Admissions records Room	Exit areas, exit out the main entrance proceed to the assembly area located at the corners of Summit & Sip Avenues.
A	70 Sip Avenue Jersey City	2 <sup>nd</sup> Floor	All offices on the 2 <sup>nd</sup> floor, Ladies' & Men's restrooms	Take stairway A to the 1 <sup>st</sup> floor, exit through reception area main entrance, and exit onto Sip Avenue and make a left. Proceed to assembly area at the corners of Sip & Summit Avenues.
A	70 Sip Avenue Jersey City	3 <sup>rd</sup> Floor	All offices on the 3 <sup>rd</sup> floor, Ladies' & Men's restrooms	Take stairway A to the 1 <sup>st</sup> floor, exit through reception area main entrance, and exit onto Sip Avenue and make a left. Proceed to assembly area at the corners of Sip & Summit Avenues.
A	70 Sip Avenue Jersey City	4 <sup>th</sup> Floor	All offices in the President's area, Men's & Ladies' restrooms	Exit floor through stairway A, located next to the elevator, and out the main entrance of the building. Make a left and proceed to the assembly area, which is located at the corners of Summit and Sip Avenues.
A	70 Sip Avenue Jersey City	4 <sup>th</sup> Floor	All offices in the Student Affairs & Academic Affairs area	Exit floor through stairway A, located next to the elevator, and out the main entrance of the building onto Sip Avenue. Make a left and proceed to the assembly area, which is located at the corners of Summit and Sip Avenues.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
B	25 Journal Square Jersey City	Basement	Facilities Offices, Men's & Ladies' restrooms	Go to stairway A, up to the main level exit, make a right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	Basement	Maintenance/Boiler room area	Go to stairway A, up to the main level exit, make a right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	Basement	Mailroom areas, Security Offices, Facilities Offices	Go to stairway A, up to the main level exit, make a right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	Basement	Fire Safety Office	Go to stairway A, up to the main level exit, make a right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	1 <sup>st</sup> Floor	Student Lounge, Student Government, Student Activities Office	Use main exit on the ground level, make right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	2 <sup>nd</sup> Floor	Faculty rooms 201, 203, 204, 205, 206, classrooms 207, 208	Use stairway (A) to main exit on the ground level, make right and proceed to assembly area at the end of the College building.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
B	25 Journal Square Jersey City	2 <sup>nd</sup> Floor	209, 210, 211, Men's & Ladies' restrooms	Use stairway (A) to main exit on the ground level, make right and proceed to assembly area at the end of the College building.
B	25 Journal Square Jersey City	2 <sup>nd</sup> Floor	212 Math Department	Use stairway (A) down to the main exit, make right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	3 <sup>rd</sup> Floor	Faculty offices 301, 303, 304, 305, 306, classrooms 307, 308	Use stairway B to ground level rear emergency exit located on the right hand side, make right and proceed to assembly area at the end of the College building.
B	25 Journal Square Jersey City	3 <sup>rd</sup> Floor	Classrooms 309, 310, 311 & 312 Men's & Ladies' restrooms	Use stairway (A) to main exit on the ground level, make right and proceed to assembly area at the end of the College building.
B	25 Journal Square Jersey City	3 <sup>rd</sup> Floor	Rooms 315, 317	Use stairway C to the main exit on the ground level, make a right and proceed to the assembly area at the end of the College building.
B	25 Journal Square Jersey City	4 <sup>th</sup> Floor	401, 402, 403, 404, 405, 410	Use stairway B to ground level rear emergency exit located on the right hand side, make right proceed to assembly area at the end of the College building.
B	25 Journal Square Jersey City	4 <sup>th</sup> Floor	411- 413, 414, Men's & Ladies' restrooms	Use stairway A to main exit on the ground level.
B	25 Journal Square Jersey City	4 <sup>th</sup> Floor	415, 419	Use stairway C to main exit on the ground level, make right and proceed to assembly area at the end of the College building.
C / D	162-168 Sip Avenue Jersey City	1 <sup>st</sup> Floor	Bookstore	Exit through the Sip Avenue doors on ground level then make a left to proceed to the parking lot assembly area.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
C / D	162-168 Sip Avenue Jersey City	1 <sup>st</sup> Floor	D104, D105, D106, D107, D108, Men's & Ladies' restrooms	Exit through the Sip Avenue doors on ground level then make a left to proceed to the parking lot assembly area.
C / D	162-168 Sip Avenue Jersey City	2 <sup>nd</sup> Floor	D202, D203, D208, Men's & Ladies' restrooms	These areas will evacuate at stairway A Sip Avenue exit by proceeding down the stairway to the exit doors onto Sip Avenue, make a left and proceed to the parking lot assembly area.
C / D	162-168 Sip Avenue Jersey City	2 <sup>nd</sup> Floor	D205, D206, D207	This area will exit at stairway B, Tonnelle Avenue exit. Exit onto Tonnelle Avenue, make a left and go to Sip Avenue then proceed to the parking lot assembly area.
C / D	162-168 Sip Avenue Jersey City	2 <sup>nd</sup> Floor	C216, C217, C219 C222, C223, C224, C225, C226, C227, C229, C230, C232, Communication Dept., Men's & Ladies Restroom & Conference Room.	Exit out by taking stairway A, C or D down to ground level, exit out building & go to parking lot assembly area.
E	161 Newkirk Street Jersey City	1 <sup>st</sup> Floor	Men's & Ladies restrooms, E104, E106, E113, Communications Dept.	Evacuate through the main entrance onto Newkirk St., make a left onto Van Rypen Avenue assembly Area.
E	161 Newkirk Street Jersey City	1 <sup>st</sup> Floor	Shipping and receiving Assembly Area, Communications Dept.	Exit stairway A onto Van Rypen Ave.
E	161 Newkirk Street Jersey City	1 <sup>st</sup> Floor	Fine Dining and Banquet Hall	Exit stairway B onto Cobble St. assembly area.
E	161 Newkirk Street Jersey City	2 <sup>nd</sup> Floor	All Conference Rooms	Using Main Lobby stairway and exit.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
E	161 Newkirk Street Jersey City	2 <sup>nd</sup> Floor	204, 222, all interior offices in the area, Men's & Ladies' restrooms, 218A, 218B, 218C, Administrative offices	Evacuate using Main Lobby stairway and exit through the main entrance onto Newkirk St., make a left onto Van Rypen Avenue assembly area.
E	161 Newkirk Street Jersey City	3 <sup>rd</sup> Floor	304, 306, 313, 316, kitchens & Men's & Ladies' restrooms.	Evacuate using stairway A, Van Rypen exit, proceed to the lower level onto Van Rypen assembly area.
E	161 Newkirk Street Jersey City	3 <sup>rd</sup> Floor	307, 308 & 310	Exit down stairway B onto Cobble St. assembly area.
E	161 Newkirk Street Jersey City	4 <sup>th</sup> Floor	406, 407, 408, 417, 418, kitchens, all classrooms, Men's & Ladies' restrooms.	Evacuate using stairway A, Van Rypen exit, proceed to the lower level onto Van Rypen Avenue assembly area.
E	161 Newkirk Street Jersey City	4 <sup>th</sup> Floor	E412, E413, E414, Ice Carving and Butcher Lab	Exit down stairway B onto Cobble St. assembly area.
E	161 Newkirk Street Jersey City	5 <sup>th</sup> Floor	504, 515, 516, 517	Exit down stairway A onto Van Rypen Ave. assembly area.
E	161 Newkirk Street Jersey City	5 <sup>th</sup> Floor	E505-E512	Exit down stairway B onto Cobble St. assembly area.
F	870 Bergen Avenue Jersey City	1 <sup>st</sup> Floor	101, 103, 104, 106, 107, 108, 109, 110, 111, Admin Suite, Men's restroom	All rooms will exit out the front lobby area and make a right on Academy St. & proceed to assembly area.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
F	870 Bergen Avenue Jersey City	1 <sup>st</sup> Floor	114, 120, 125, 129, Ladies' restroom, Student Lounge	All rooms will exit out the Smith Street emergency exit, which is located to the left of stairway C. exit building or exit door 102B to Stem Building Lounge.
F	870 Bergen Avenue Jersey City	2 <sup>nd</sup> Floor	201, 202, 204, 206, 213, Men's restroom	All rooms will exit down stairway A and exit out Smith Street fire exit and cross the street away from the building.
F	870 Bergen Avenue Jersey City	2 <sup>nd</sup> Floor	208, 210, Ladies' restroom	All rooms will exit down stairway C and exit out Smith Street fire exit and cross the street away from the building.
F	870 Bergen Avenue Jersey City	2 <sup>nd</sup> Floor	203, 205, 207, 209, 211	All rooms will exit down stairway C and exit out Smith Street fire exit. Cross the street away from the building.
F	870 Bergen Avenue Jersey City	2 <sup>nd</sup> Floor	212, 215, 216, 218, 220, 223	All rooms will exit out Doorway 102C go down stairs of Stem Building proceed to the assembly area in lounge.
F	870 Bergen Avenue Jersey City	3 <sup>rd</sup> Floor	301, 302, (All central offices included...A, B, C, D, E), Men's & Ladies' restrooms	All rooms will exit down stairway B and exit out Smith Street fire exit and cross the street away from the building.
G	81-87 Sip Avenue Jersey City	1 <sup>st</sup> Floor	TBD (Under Construction)	TBD (Under Construction)
G	81-87 Sip Avenue Jersey City	1 <sup>st</sup> Floor	TBD (Under Construction)	TBD (Under Construction)

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
G	81-87 Sip Avenue Jersey City	1 <sup>st</sup> Floor	TBD (Under Construction)	TBD (Under Construction)
G	81-87 Sip Avenue Jersey City	2 <sup>nd</sup> Floor	TBD (Under Construction)	TBD (Under Construction)
G	81-87 Sip Avenue Jersey City	2 <sup>nd</sup> Floor	TBD (Under Construction)	TBD (Under Construction)
G	81-87 Sip Avenue Jersey City	Mezzanine level	TBD (Under Construction)	TBD (Under Construction)
G	81-87 Sip Avenue Jersey City	Mezzanine level	TBD (Under Construction)	TBD (Under Construction)
I	119 Newkirk Street Jersey City	1 <sup>st</sup> Floor	I101, I102, I106	Exit out the main entrance of the building onto Newkirk St. make a right and proceed to the corner Newkirk St. & Tuers Ave.
I	119 Newkirk Street Jersey City	1 <sup>st</sup> Floor	I103, I104, I105 & the restrooms	Exit towards stairway B, proceed out the emergency exit door onto Dick St., make a right and proceed to the corner Newkirk St. & Tuers Ave.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
I	119 Newkirk Street Jersey City	2 <sup>nd</sup> Floor	I201, I202, I203, I207 & I208	Evacuate through stairway A, proceed to ground level. Exit out the main entrance of the building onto Newkirk Street make a aright and proceed to the corner Newkirk St. & Tuers Ave.
I	119 Newkirk Street Jersey City	2 <sup>nd</sup> Floor	I204, I205, I206, restrooms	Evacuate through stairway B, proceed to ground level. Exit out the emergency exit door onto Dick St., make a right and proceed to the corner Newkirk St. & Tuers Ave.
J	2 Enos Place Jersey City	Basement	J002, J003, J004, J005, J006, J007	Evacuate through stairway #2, proceed upstairs to ground level. Exit building, walk straight to furthest point of the parking lot.
J	2 Enos Place Jersey City	Basement	J001, J008	Evacuate through room J001 <u>Emergency Door</u> . Go upstairs & proceed straight to furthest point of the parking lot.
J	2 Enos Place Jersey City	Basement	J009, J010, J011, J012, J013	Evacuate through stairway #1, proceed to ground level. Exit building onto Enos Place, make left onto Newkirk St. and proceed to furthest point of the parking lot.
J	2 Enos Place Jersey City	1 <sup>st</sup> Floor	J102, J103, J104, J105, J106	Evacuate through stairway #2, proceed to ground level. Exit building, walk straight to furthest point of the parking lot.
J	2 Enos Place Jersey City	1 <sup>st</sup> Floor	J101, J107, J105, J108, Men's & Ladies' restrooms	Evacuate through stairway #1, proceed to ground level. Exit building onto Enos Place, make left onto Newkirk St. and proceed to the furthest point of the parking lot.
J	2 Enos Place Jersey City	2 <sup>nd</sup> Floor	J202, J203	Evacuate through stairway #2, proceed to ground level. Exit building, walk straight to the furthest point of the parking lot.
J	2 Enos Place Jersey City	2 <sup>nd</sup> Floor	J201, J204, J205, Men's & Ladies' restrooms	Evacuate through stairway #1, proceed to ground level. Exit building on to Enos Place, make left onto Newkirk St. and proceed to the furthest point of the parking lot.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
J	2 Enos Place Jersey City	3 <sup>rd</sup> Floor	J302, J303	Evacuate through stairway #2, proceed to ground level. Exit building, walk straight to the furthest point of the parking lot.
J	2 Enos Place Jersey City	3 <sup>rd</sup> Floor	J301, J304, J05, Men's & Ladies' restrooms	Evacuate through stairway #1, proceed to ground level. Exit building onto Enos Place, make left onto Newkirk St. and proceed to the furthest point of the parking lot.
L	71 Sip Ave Jersey City	Lower Level	L-002, L-15, Conference Room, L-003, Tutorial Room	Use separate interior door at stairway (1) proceed upward to Main Lobby & Exit out of Front Entrance onto Sip Ave. Make Left & walk down to corner of Enos Place.
L	71 Sip Ave Jersey City	Lower Level	L-004, Men's & Ladies Restrooms	Use separate interior door at stairway (2) proceeds upward to First (1) Floor Rear of Building and Exit out. Go to Jones Street Make Right and walk down to Impark Parking Lot.
L	71 Sip Ave Jersey City	1 <sup>st</sup> Floor	Main Library Area, Coffee Bar, Men's & Ladies Restrooms	Proceed thru Glass Doors to Main Lobby and Exit out onto Sip Ave. Make Left and walk down to corner of Enos Place.
L	71 Sip Ave Jersey City	1 <sup>st</sup> Floor	L-107, L-108, L-109, L-110, L-116, L-119	Proceed to Rear of Building and Exit out. Proceed to Jones Street Make Right and walk down to Impark Parking Lot.
L	71 Sip Ave Jersey City	2 <sup>nd</sup> Floor	Main Library Area, L-212, L-214, L-219, L-221, L-222, L-223	Proceed to stairway (1) Go down to First (1) Floor and Exit out onto Sip Ave. Make Left on walk down to Enos Place.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
L	71 Sip Ave Jersey City	2 <sup>nd</sup> Floor	L-200, L-202, L-207, L-209, Men's & Ladies Restrooms	<p>Proceed to stairway (2) Go down to First (1) Floor and Exit out Rear of Building. Proceed to Jones Street Make Right and walk down to Impark Parking Lot.</p> <p>Note: Interior stairway (3) goes between First &amp; Second Floors</p> <p>Note: Interior stairway (3) goes between First &amp; Second Floors</p>
L	71 Sip Ave Jersey City	3 <sup>rd</sup> Floor	L-316, L-317, L-318, L-319, L-320, L-327	Proceed thru Double Doors to stairway (1) Go down to First (1) Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place.
L	71 Sip Ave Jersey City	3 <sup>rd</sup> Floor	L-305, L-306, L-312, L-313, L-314, Men's & Ladies Restrooms	Proceed to stairway (2) Go down to First (1) Floor and Exit out to Rear of Building. Proceed to Jones Street Make Right and walk down to Impark Parking Lot.
L	71 Sip Ave Jersey City	4 <sup>th</sup> Floor	L-416, L-417, L-418, L-419, L-420, L-427	Proceed thru Double Doors to stairway (1) Go down to First (1) Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place.
L	71 Sip Ave Jersey City	4 <sup>th</sup> Floor	L-405, L-406, L-412, L-413, L-414, Men's & ladies Restrooms	Proceed to stairway (2) Go down to First (1) Floor and Exit out to Rear of Building. Proceed to Jones Street Make right and walk down to Impark Parking Lot.
L	71 Sip Ave Jersey City	5 <sup>th</sup> Floor	L-516, L-517, L-518, L-519, L-520, L-527	Proceed thru Double Doors to stairway (1) go down to first (1) floor and exit out onto Sip Ave. Make Left and walk down to Enos Place.
L	71 Sip Ave Jersey City	5 <sup>th</sup> Floor	L-505, L-506, L-512, L-513, L-514, Men's & Ladies Restrooms	Proceed to stairway (2) go down to first (1) floor and exit out rear of building. Proceed to Jones Street Make right and walk down to Impark Parking Lot.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
L	71 Sip Ave Jersey City	6 <sup>th</sup> Floor	Atrium, L-614, L-616, L-617, L-618	Proceed thru Glass Doors to stairway (1) Go down to First (1) Floor and Exit out onto Sip Ave. Make Left and walk down to Enos Place.
L	71 Sip Ave Jersey City	6 <sup>th</sup> Floor	L-605, L-606, L-612, L-613, Men's & Ladies Restrooms	Proceed to stairway (2) go down to First (1) floor and exit out rear of building. Proceed to Jones Street make right and walk down to Impark Parking Lot. Note: Art Gallery and Terrace are located on this Level.
N	4800 Kennedy Blvd. NHC Union City	1 <sup>st</sup> Floor	104A, 104B, Bookstore	Exit Main Entrance onto Kennedy Blvd. make right & proceed to 49 <sup>th</sup> St. Make right & proceed to assembly area near Light Rail Station.
N	4800 Kennedy Blvd. NHC Union City.	1 <sup>st</sup> Floor	105M, 105O, 105R, 105S	Exit toward back of the building toward stairway #4. Go upstairs 1 (one) flight to 48 <sup>th</sup> St. Exit building, make left & proceed half way down block to assembly area.
N	4800 Kennedy Blvd. NHC Union City	1 <sup>st</sup> Floor	105A, 105B, 105C, 105D, 105E, 105F, 105G, part of 105M	Exit past main elevators to Main Entrance. Exit onto Kennedy Blvd., make right & proceed to 49 <sup>th</sup> St. Make right & proceed to Light Rail Station assembly area.
N	4800 Kennedy Blvd. NHC Union City	2nd Floor	203, 204, 205, 206, 207	Go towards front of the building past main elevators to stairway 1 or 3. Go downstairs to 1 <sup>st</sup> floor lobby area and exit building onto Kennedy Blvd. make right and proceed to 49 <sup>th</sup> St. Make right and proceed to Light Rail Station assembly area.
N	4800 Kennedy Blvd. NHC Union City	2 <sup>nd</sup> Floor	209, 210, 211, 212, 213, 216, 216A, 223, 224, Courtyard	Go toward back of building to exit at street level onto 48 <sup>th</sup> St. Make left and proceed half way down block to assembly area.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
N	4800 Kennedy Blvd. NHC Union City	3 <sup>rd</sup> Floor	303, Main Area, restrooms	Go toward front of building past main elevators to stairway one or three. Go down to 1 <sup>st</sup> floor lobby area & exit building onto Kennedy Blvd. Make right & proceed to 49 <sup>th</sup> St. Make right and proceed to Light Rail Station assembly area.
N	4800 Kennedy Blvd. NHC Union City	3 <sup>rd</sup> Floor	303, Rear Area, 305, 306, 309 & Security Guard Post	Go toward back of building toward the Light Rail Bridge. Walk through overpass & proceed to assembly area on 49 <sup>th</sup> St.
N	4800 Kennedy Blvd. NHC Union City	4 <sup>th</sup> Floor	402, 403, 404, 405, 406, 407, 408, restrooms	Go toward front of building past main elevators to stairway one or three. Go down to 1 <sup>st</sup> floor lobby area & exit building onto Kennedy Blvd. Make right & proceed to 49 <sup>th</sup> St. Make right and proceed to Light Rail Station assembly area.
N	4800 Kennedy Blvd. NHC Union City	4 <sup>th</sup> Floor	409, 409A, 410, 412, 413, 414, 415	Go toward back of building past single elevator. Go to stairway two, go down to 1 <sup>st</sup> floor and exit building onto 48 <sup>th</sup> St. Make left & proceed half way down block to assembly area.
N	4800 Kennedy Blvd. NHC Union City	5 <sup>th</sup> Floor	502, 503, 504, 505, 506, 507, 508, 516, Men's & Ladies' restrooms	Go toward front of building & go past main elevators to stairway one. Go down to 1 <sup>st</sup> floor lobby area. Exit building onto Kennedy Blvd. Make a right & proceed to Light Rail Station assembly area.
N	4800 Kennedy Blvd. NHC Union City	5 <sup>th</sup> Floor	509, 510, 511, 513, 513A, 514, 515	Go toward back of building past single elevator. Go to stairway two, go down to 1 <sup>st</sup> floor & exit building onto 48 <sup>th</sup> St. Make left & proceed half way down block to assembly area.
N	4800 Kennedy Blvd. NHC Union City	6 <sup>th</sup> Floor	602, 603, 607, 608, Men's & Ladies' restrooms	Go toward main elevators & proceed to stairway one. Go down to 1 <sup>st</sup> floor lobby area & exit building onto Kennedy Blvd. Make right & go to 49 <sup>th</sup> St.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
N	4800 Kennedy Blvd. NHC Union City	6 <sup>th</sup> Floor	610, 611, 612, 614, 615, 616, 617, Main Office Area	Go toward back of building toward stairway 2. Go down to 1 <sup>st</sup> floor and exit onto 48 <sup>th</sup> St. Make left & go half way down block to assembly area.
N	4800 Kennedy Blvd. NHC Union City.	7 <sup>th</sup> Floor	701,702,702A,702B,703D,702E,702,702G, Men's & Ladies' restrooms	Go toward front of building past main elevators to stairway 1. Go down to 1 <sup>st</sup> floor lobby area & exit building onto Kennedy Blvd. Make right & proceed to Light Rail Station assembly area.
N	4800 Kennedy Blvd. NHC Union City	7 <sup>th</sup> Floor	703F, 703G, 703H, 703I, 703J, 703K, 703L, 703M, 703Q, Mailroom, 703A, 703C,703P,703E,703R,703D,704,705 706	Go to back of building toward stairway 2. Go down to 1 <sup>st</sup> floor and exit building onto 48 <sup>th</sup> St. Make left & proceed half way down block to assembly area.
S	263 Academy St. Jersey City	1 <sup>st</sup> Floor	Stem Café, Lecture Room	Exit out Rear Building Make Left & proceed around Exterior Walkway of Building to Academy St. Make Right & go to corner of Tvers Ave.
S	263 Academy St. Jersey City	1 <sup>st</sup> Floor	Science Lecture Hall	Exit out to Lobby or Straight thru Double Doors to Exit #2. Both Exit out to Academy St. Make Left & proceed to corner of Bergen Ave.
S	263 Academy St. Jersey City	1 <sup>st</sup> Floor	Lobby	Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.
S	263 Academy St. Jersey City	1 <sup>ST</sup> Floor		Note: Stairway #3 & Elevator #3 Connects to 870 Bergen Ave. Building (F). Both access the 1 <sup>st</sup> & 2 <sup>nd</sup> Floors of Building (F).
S	263 Academy St. Jersey City	2 <sup>nd</sup> Floor	Rooms S204,S204A,S204B,S206,S217,S216,S215,S 215A,Men's & Ladies Restroom	Exit Left to Stairway #1 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
S	263 Academy St. Jersey City	2 <sup>nd</sup> Floor	Rooms S205,S207S208,S209,S212,S213	Exit Left to stairway #2 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave.
S	263 Academy St. Jersey City	3 <sup>rd</sup> Floor	Rooms S317,S314,S315,S316,S306C,S305,S306A,S306B,S304,S306E,Men's & Ladies Restroom	Exit Left to stairway #1 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.
S	263 Academy St. Jersey City	3 <sup>rd</sup> Floor	Rooms S307,S309,S308,S312,S313	Exit Left to stairway #2 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave.
S	263 Academy St. Jersey City	4 <sup>th</sup> Floor	Rooms S417,S414,S415,S416,S405,Men's & Ladies Restrooms	Exit Left to stairway #1 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.
S	263 Academy St. Jersey City	4 <sup>th</sup> Floor	Rooms S413,S412,S409,S408,S407,S418,S406	Exit Left to stairway #2 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave.
S	263 Academy St. Jersey City	5 <sup>th</sup> Floor	Rooms S514,S509,S512,S513,S505,S501,Men's & Ladies Restrooms	Exit Left to stairway #1 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.
S	263 Academy St. Jersey City	5 <sup>th</sup> Floor	Rooms S506,S507,S508,S515A,S515B	Exit Left to stairway #2 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave.
S	263 Academy St. Jersey City	6 <sup>th</sup> Floor	Rooms S617,S614,S615,S616,S605,Men's & Ladies Restrooms	Exit Left to stairway #1 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.
S	263 Academy St. Jersey City	6 <sup>th</sup> Floor	Rooms S606,S618,S607,S608,S609,S612,S613	Exit Left to stairway #2 & Proceed Down to Ground Level & Exit out Building to Academy St. Make Right & Proceed to corner of Tuers Ave.

## BUILDING SPECIFIC EVACUATION PLANS

BUILDING- SPECIFIC EVACUATION PLANS				
Building Code	Building	Location	Rooms	Evacuation
S	263 Academy St. Jersey City	7 <sup>th</sup> Floor	Penthouse- All Utilities	Exit stairway #1 & Proceed down to Ground Level & Exit out Building to Academy St. Make Left & proceed to corner of Bergen Ave.
X	26 Journal Square	14 <sup>th</sup> Floor	Rooms X2 thru X10	Exit into Lobby area of floor make left to stairway A, Go downstairs to 1 <sup>st</sup> Floor and exit building onto Sip Ave. make right & proceed to corner on Enos Place.
X	26 Journal Square	14 <sup>th</sup> Floor	Rooms X12 thru x18	Exit thru office stairway B, Go down stairs to 1 <sup>st</sup> Floor & exit building onto Sip Ave. make right & proceed to corner on Enos Place.

## BUILDING SPECIFIC EVACUATION PLANS

## Citywide Alert System – “SWIFT911” for Jersey City

Jersey City uses the Swift911 platform for citywide emergency and non-emergency alerts. Swift911 allows for alerts to be sent through a variety of channels including voice, text message, email, fax, pager, and social media such as Facebook and Twitter.

Registration is free and all alerts will be clearly identified as originating from the City. Please take a few minutes to register so that you can be kept up to date during times of emergency. Sign up using the following link:

<http://www.cityofjerseycity.com/alerts/>



## Citywide Alert System – “CodeRed” for Union City

Union City uses CodeRED to send mass notifications by phone, email and text to keep citizens informed. In the event of an evacuation, utility outage, water main break, fire or flood, chemical spill, or other emergency situation, the City may activate CodeRED to send emergency notifications to registered subscribers. The City may also use CodeRED to communicate non-life safety matters, such as planned road closures, water main repairs, water service interruptions, etc.

There is no charge to register for or use CodeRED, and personal information is kept confidential. Sign up using the following link:



<http://www.ci.union-city.ca.us/departments/city-manager-s-office/disaster-preparedness>

**CITYWIDE EMERGENCY ALERT SYSTEM**



## National Terrorism Advisory System (NTAS)

(December 2015)

[www.dhs.gov/advisories](http://www.dhs.gov/advisories)

NTAS Bulletins will provide information describing broader or more general trends and current developments regarding threats of terrorism. They will share important terrorism-related information with the American public and various partners and stakeholders, including in those situations where additional precautions may be warranted, but where the circumstances do not warrant the issuance of an “elevated” or “imminent” Alert.

An NTAS Bulletin will summarize the issue and why it is important for public awareness, outline U.S. Government counterterrorism efforts, and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.

NTAS will now consist of two types of advisories: **Bulletins and Alerts**. If there is sufficient information regarding a credible, specific terrorist threat against the United States, such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, DHS will share an NTAS Alert – either *Elevated or Imminent* – with the American public.

### Bulletin

- Describes current developments or general trends regarding threats of terrorism.

### Elevated Alert

- Warns of a credible terrorism threat against the United States.

### Imminent Alert

- Warns of a credible, specific and impending terrorism threat against the United States.

*Note: The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate, or respond to the threat.*



### HOW YOU CAN HELP

Recognize signs of potential radicalization to violence. For more information visit: <https://nsi.ncirc.gov/>  
Report threats or suspicious activity to the FBI or your local authorities. Contact info for FBI Field Offices can be found here: <http://www.fbi.gov/contact-us/field>

### BE PREPARED

Expect increased security across most U.S. cities and plan ahead to anticipate delays and restricted/prohibited items.  
In populated places, be responsible for your personal safety. Make a mental note of emergency exits and locations of the nearest security personnel. Keep cell phones in your pockets instead of bags or on tables so you don't lose them during an incident. Carry emergency contact details and any special needs info with you at all times.

### STAY INFORMED

The U.S. Government will provide additional information about any emerging threat as additional information is identified. The public is encouraged to listen to local law enforcement and public safety officials.



**If “You See Something, Say Something.”**



**Report suspicious activity to law enforcement, call 9-1-1 or advise the Security Office.**

**NTAS**

## **2.0 ADDITIONAL DOCUMENTATION**

In addition to any information and documentation asked to be submitted above, proposers should also fill out and provide the following within the time required by law:

Statement of Ownership Disclosure (form provided)

Affidavit Regarding List of Debarred, Suspended or Disqualification Proposers  
(form provided)

Non-Collusion Affidavit (form provided)

Certificate of Equal Opportunity (form provided)

Affirmative Action Questionnaire (form provided)

Business Registration (must be provided prior to award)

Disclosure of Investment Activities in Iran (form provided)

## 1. STATEMENT OF OWNERSHIP DISCLOSURE

### STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all Proposal and proposal submissions. Failure to submit the required information is cause for automatic rejection of the Proposal or proposal.**

**Name of Organization:**

---

**Organization Address:**

---

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

### **Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address


**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

**If a Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the Title IX and Sexual Harassment Training(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.**

<b>Title IX and Sexual Harassment Training (URL) containing the last annual SEC (or foreign equivalent) filing</b>	<b>Page #'s</b>

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

<b>Stockholder/Partner/Member and Corresponding Entity Listed in Part II</b>	<b>Home Address (for Individuals) or Business Address</b>

#### **Part IV   Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Proposer/proposer; that the ***Hudson County Community College*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***the Hudson County Community College*** to notify the ***Hudson County Community College*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Hudson County Community College*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

## 2. AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED PROPOSERS

### AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED PROPOSERS

STATE OF NEW JERSEY/\_\_\_\_\_  
Specify, of Other

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of the (City, Town, Borough) of  
\_\_\_\_\_ State of \_\_\_\_\_, of full  
age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm  
of \_\_\_\_\_ the Proposer making the Proposal for the  
above named Project, and that I executed the said Proposal with full authority to do so; that  
said Proposer is not at the time of the making this Proposal included on the New Jersey State  
Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the  
State of New Jersey Consolidated Debarment Report or the Federal Debarred Debarment List.

\_\_\_\_\_  
Name of Contractor

By:

\_\_\_\_\_  
(Signature of Authorized Representative)

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Seal) Notary Public of New Jersey/  
Specify Other State  
My Commission Expires \_\_\_\_\_ 20\_\_.

### 3. NON- COLLUSION AFFIDAVIT

#### **NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY/\_\_\_\_\_  
Specify, of Other

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of the (City, Town, Borough) of \_\_\_\_\_ State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the Proposer making the Proposal for the above named Projects, and that I executed the said Proposal with full authority to do so; that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive procurement in connection with the above named Project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge, and the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.  
Name of Contractor

(N.J.S.A. 52:34-15)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Seal) Notary Public of New Jersey/  
Specify Other State  
My Commission Expires \_\_\_\_\_ 20\_\_

#### 4. CERTIFICATE OF EQUAL OPPORTUNITY

##### CERTIFICATE OF EQUAL OPPORTUNITY

Name of Proposer

Project No.

##### INSTRUCTIONS

This certification is required pursuant to executive order 11246, Part II, 203(B), (30 C.F.R. 12319-25). Each Proposer is required to state in its Proposal whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable filing requirements.

##### CONTRACTOR'S CERTIFICATE

Contractor's

Name:

Address:

1. Proposer has participated in previous contract or subcontract subject to the equal opportunity clause. Yes \_\_\_\_\_ No \_\_\_\_\_
2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, state what reports were filed and with what agency.
3. Proposer has filed all compliance reports due under applicable instructions. Yes \_\_\_\_\_ No \_\_\_\_\_
4. If answer to Item 3 is "No", please explain in detail on reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief. A willfully false statement is punishable by law. (U.S. Code, Title 18, Section 1001.)

\_\_\_\_\_  
(Name and Title of Signer - Please Type)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
(Signature)

## 5. AFFIRMATIVE ACTION QUESTIONNAIRE

### **AFFIRMATIVE ACTION QUESTIONNAIRE**

The following question must be answered by all prospective contractors.

Do you have a Federal Letter of Affirmative Action Plan Approval from the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, please submit a photo static copy of such approval. This letter cannot be more than one year old from the date of instance.

If no, the prospective Contractor may still Proposal on the Project as long as the question is answered.

---

PROPOSER'S NAME (PRINT)

---

PROPOSER (SIGNATURE)

## **6. HUDSON COUNTY COMMUNITY COLLEGE DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

### **HUDSONCOUNTY COMMUNITY COLLEGE DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Name of Proposer:**

---

Pursuant to Public Law 2012, c. 25, any person or entity that submits a Proposal or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Hudson County Community College ("College") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to Proposal/renew:

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

OR

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the District under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

#### **PART 2:**

#### **PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the Proposal person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.**

Name: _____ Relationship to Proposer/Offeror: _____
Description of Activities: _____ _____
Duration of Engagement: _____ Anticipated Cessation Date: _____
Proposer/Offeror Contact Name: _____ Contact Phone Number: _____

Disclosure of Investment Activities in Iran (*continued*)

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the College to notify the College writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT A**

**EXHIBIT A: A MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)**

**N.J.A.C. 17:27 et seq.**

**GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

## **EXHIBIT A** *(Cont.)*

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's Title IX and Sexual Harassment Training at: [http:// www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

### 3.0 PRICE PROPOSAL

If you charge by the hour for professional services, provide a rate schedule, or range of hourly rates we could expect. Specify whether or not those rates include travel. If the proposal is for a lump sum, please provide the details of the fee and the services to be provided therefore.

Respondent's Organization Name – Provide the Respondent's Organization Name.

Role/Position Title if Individual - List role/position title of each role/position title from your organization that would be responsible for work on the project.

Hourly Rate - Is the hourly dollar amount that may be invoiced by role/position title.

Exhibit 1 (Table 2) – Respondents will use this attachment to record all costs associated with this section. For a copy of the excel version of Exhibit 1, email the contact provided on the cover page of this document.

Proposer's Name		
Role of Individual/Position Title	Hourly Rate	# of Attendees
Include additional explanation of costs and list assumptions that could influence the cost of change request pricing.		
List explanations and assumptions here;		

## **1. INFORMATION TO BE INCLUDED IN THE PRICE PROPOSAL**

The price proposal shall provide the total project cost. Additionally, provide detailed line item costs for the different components and phases of the project. All hourly rates and fees, charges, and costs shall be clearly stated.

It should be noted that the College will not reimburse for travel, meals, lodging, etc. All reimbursable must be incorporated into the billable rate.

## **2. Code of Conduct and Fair Competition**

It is the responsibility of the Proposer to notify the HCCC Representatives in writing of any possible conflict of interest as set forth below. HCCC will investigate the matter and determine if an actual conflict of interest exists.

A conflict of interest arises when a HCCC employee, officer or agent involved in the RFP process or Contract has a financial or any other interest in a Proposer. If a conflict of interest exists, the Proposer may not submit a Proposal.

HCCC employees, officers and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from Proposers, Contractors, or parties to sub-agreements. Any such actions must be reported to the HCCC Representatives immediately.

HCCC reserves the right to cancel the award if, in its sole discretion, it determines that any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Proposer. HCCC's determination regarding any questions of conflict of interest shall be final.

## **3. Compliance with Federal, State and Local Laws**

Proposer warrants in submitting a Proposal and in the performance of an award as a result of the Proposal, that Proposer has complied with, or will comply with, all applicable federal, state, College, and local laws, ordinances and all lawful orders, rules and regulations hereunder. The Proposer, by submitting the Proposal or performance that results from an award by HCCC, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Proposer further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.

## **4. Limitation of Liability**

HCCC makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work or at the site(s) of work now or in the future. The furnishing of such information by HCCC shall neither create nor be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its Proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold HCCC liable or responsible therefore in any manner whatsoever. Accordingly, nothing

contained herein and no representation, statement or promise, of HCCC, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer required by this Request for Proposal and that it shall not hold HCCC liable or responsible therefore in any manner whatsoever.

Neither the Trustees of HCCC, nor any officer, agent, or employee thereof shall be charged personally with any liability by a Proposer or another or held liable to a Proposer or another under any term or provision of this RFP or any statements made herein or because of the submission or attempted submission of a response hereto or otherwise.

## **5. Qualification of Proposer**

Proposer must possess the ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Proposer's integrity; record of past performance; and financial and technical resources.

HCCC shall make such investigations as deemed necessary to determine the ability of a Proposer to provide the required services.

HCCC reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy HCCC that said Proposer is properly qualified to carry out the obligations required by the RFP.

## **Submission of Proposals**

## **6. Preparation of Proposal**

By submission of its Proposal, the Proposer agrees that the Proposal is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposal, unless specifically excluded by the Proposer in its Proposal. Part or all of the RFP and the successful Proposal may be incorporated into the Contract. Each Proposer shall furnish the information and documents required by the RFP. Failure to submit all required information may deem a Proposal as non-responsive.

HCCC is exempt from Federal Excise Taxes and is also exempt from New Jersey State and local sales or use taxes. All costs associated with the Contract must be stated in U.S currency. By submitting a Proposal, Proposer certifies that the prices proposed have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other Proposer or competitor. Proposers are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the Proposal.

A person who is legally authorized to bind Proposer to a Contract shall sign the Proposal. The person signing the Proposal shall initial erasures or other changes.

Unnecessarily elaborate Proposals beyond what is sufficient to present a complete and effective Proposal are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive paper and bindings are neither necessary nor desired. The cost incurred for the preparation of the Proposal is the sole responsibility of the Proposer. HCCC does not assume any liability for any pre-contract activity and/or cost incurred by Proposers responding to this RFP.

Proposal information is not considered confidential or proprietary. Trade secrets and other proprietary data contained in Proposals may be held confidential if the Proposer requests, in writing, that HCCC does so, and if HCCC agrees, in writing, to do so and the law categorizes such information as confidential. Material considered confidential by the Proposer must be clearly identified. Such confidential/proprietary information must be easily separable from the non-confidential sections of the Proposal. Marking the entire Proposal as proprietary will be neither accepted nor honored. Notwithstanding any of the foregoing, HCCC reserves the right to use any of the ideas presented in any reply, Proposal, discussion, negotiations or presentation related to the RFP.

If a Proposer intends to use subcontractor(s), the Proposer must identify in its Proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

## **7. Communications Regarding the RFP**

**Requests for clarification and interpretations of the RFP must be made in writing during the period of February 7, 2022 through February 12, 2022.** All questions regarding the RFP shall be directed to the HCCC Representatives in writing or by e-mail. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. The HCCC Representatives will make that decision.

The HCCC Representatives shall make clarifications, interpretations, corrections, and changes to the RFP by written Addenda as specified below.

## **8. Addenda to RFP**

Addenda to the RFP will be issued in writing and will be communicated to all Proposers by e-mail and shall become part of the RFP. If the RFP is amended, all terms and conditions that are not modified by the Addenda remain unchanged and in effect as written. If an addendum is issued after Proposals have been received and/or after a short list has been developed, the addendum may be provided only to those who submitted Proposals or only to those on the short list, in the sole discretion of HCCC.

Each Proposer shall be responsible for making sure it has received all issued Addenda prior to submitting a Proposal. **Addenda, if issued, will be issued seven days (holidays and weekends excepted) prior to the date scheduled for the receipt of proposals.** HCCC reserves the right to change the RFP schedule and to issue addenda. HCCC also reserves the right to cancel, reissue, or to make corrections or amendments to the RFP due to errors or changes identified by HCCC or suggested by a Proposer, and to otherwise modify the terms of the RFP at any time in its sole discretion.

## **9. Submission of Proposals**

Proposals are to be received in the designated office on or before the date and time specified as the Proposal Deadline in the RFP. **Oral, telephone or telegraph, email or facsimile Proposals will not be considered.** If a Proposal is sent by mail, Proposer assumes full responsibility in assuring that its Proposal is received by the Proposal Deadline.

Proposals shall be submitted in a sealed envelope or package as follows:

- 1 Addressed to the address specified on the cover page of this RFP,
- 2 Show the Proposal Name, “**Technology and Finance Certificate Training**”,
- 3 Give the Proposer’s name, primary contacts address, and
- 4 Show the date and time of the Proposal Deadline as specified in this RFP

HCCC, or any HCCC representatives, officers, or employees, will not be held responsible for the pre-opening of, post-opening of, or the failure to open a Proposal not properly addressed and identified.

## **10. Alternate or Substitute Proposals**

Alternate or substitute Proposals must comply with the terms and conditions of the RFP and must contain all required documents as specified in the RFP.

HCCC is seeking Proposals that meet its **minimum** requirements as outlined in the Scope of Work. If more than one method of meeting these requirements is proposed, each should be labeled primary, secondary, etc., submitted separately, and they will be evaluated in the specific priorities.

## **11. Late Submissions, Modifications, and Withdrawals of Proposals**

**Late Proposals:** Proposals received after the specified Proposal Deadline will not be considered and shall be returned to the Proposer unopened.

**Proposal Modifications:** Prior to the Proposal Deadline, a submitted Proposal may be modified by written notice, signed by a duly authorized person on behalf of the Proposer, to the HCCC Representative. The written notice shall be worded as not to reveal the amount of the original Proposal.

Proposal Modifications must contain all required documents as specified in the RFP. Failure to submit all required information can deem the Proposal Modification as non-compliant and the contents of the Proposal Modification will not be considered.

A previously submitted Proposal will not be returned, unless written notice, signed by a duly authorized person, from the Proposing Company is received by the HCCC Representative.

**Proposal Withdrawal Notifications:** Prior to the Proposal Deadline, a submitted Proposal may be withdrawn by written notice to the HCCC Representative up until the Proposal Deadline. Written requests to withdraw must be signed by a duly authorized person on behalf of the Proposer and shall not reveal the amount of the Proposal. Proposals may not be modified, or withdrawn after the Proposal Deadline.

A withdrawn Proposal may be resubmitted prior to the Proposal Deadline. All resubmitted Proposals must fully comply with the RFP. HCCC will only consider the latest version of the Proposal.

## **12. DEBARMENT, SUSPENSION, OR DISQUALIFICATION – N.J.A.C. 17:19-4.1**

The College will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report ([www.state.nj.us/treasury/debarred](http://www.state.nj.us/treasury/debarred)) or the Federal System for Award – SAM.gov. All proposers are required to submit a sworn statement indicating whether or not the proposer is, at the time of the proposal, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List –Excluded Parties List System, through the System for Award Management portal –SAM.gov.

## **13. OWNERSHIP DISCLOSURES REQUIRED**

Pursuant to P.L. 1977, N.J.S.A. 52:25-24.2, the Proposer shall submit with its proposal, or prior to receipt of proposals, a statement setting forth the names and addresses of all stockholders or owners in the corporation, partnership, or other business entity proposing who own ten percent (10%) or greater interest therein.

If one or more such stockholder or partner is itself a corporation, partnership or other business entity, the Proposer shall submit further disclosures for such entity pursuant to the law. A form of Ownership/Stockholder Disclosure is included herewith.

## **14. NON-COLLUSION AFFIDAVIT**

The Proposer shall submit with its proposal, a statement of non-collusion with verbiage similar to that on the “Non-Collusion Affidavit” included herewith.

## **15. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

The successful proposer shall be required to comply with the Mandatory Equal Employment Opportunity Language which will be annexed to the Contract. A copy of the language is included in the proposal package.

## **16. ANTI-DISCRIMINATION PROVISIONS**

The following provisions will be inserted into the Contract.

N.J.S.A. 10:2-1. Antidiscrimination provisions.

Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing or any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or

subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No Contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency or any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a College of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. 1985, c. 490 (C. 18A:18A-51 et. seq.).

## **17. INDEMNIFICATION**

The Contractor shall indemnify, defend, and hold harmless, the College and the Owner/College from and against, any and all claims, demands, lawsuits, damages, costs and expenses of any type whatsoever, including reasonable attorneys' fees, arising out of, or in any way related to, (1) a breach of the Contractor's Contract with the College, (2) any personal injury or property damage that may arise out of, or result from the Contractor's or its subcontractor's acts or omissions in performing the Work, (3) the Contractor's or its subcontractor's performance of the Work, the Contractor's or its subcontractor's negligent acts and/or omissions, or (4) the Contractor's or its subcontractor's failure to comply with any law, statute, regulation, ordinance, code or rule.

## **18. NEW JERSEY PAY-TO-PLAY REQUIREMENTS**

### Annual Disclosure

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions by the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if the filing is necessary. Additional information on this requirement is available from the New

## 19. NEW JERSEY BUSINESS REGISTRATION CERTIFICATE AND SALES AND USE TAX REQUIREMENTS, P.L. 2004, c.57

Contractors are required to comply with the following:

- a) **Business Registration Certificate Requirements:** Prior to the award of Contract, all Proposers shall provide a current Certificate of Business Registration for itself and any prime subcontractors named in its proposal. Such certificates shall have been issued on or before the date and time of the proposal opening, unless the law permits otherwise.

In addition, the Contractor shall provide copies of the current valid Certificate of Business Registration for each Subcontractor identified in the proposal, immediately upon entering into each subcontract, and prior to entering into a Contract with the College.

Contractor must maintain and submit a current updated list of Subcontractors, their addresses, and all valid Business Registration forms as a continuing obligation under the Contract. Before final payment on the Contract is made by the Owner, the Contractor shall submit a complete and accurate list for each Subcontractor or supplier for goods provided, or services rendered, or for construction of a construction project used, in the fulfillment of the Contract, and a copy of said subcontract, or shall attest that no Subcontractors were used.

- b) **New Jersey Sales and Use Tax Requirements:** All contractors or contractors with subcontractors, or any of their affiliates, who enter into contracts for the provision of goods or services with or for New Jersey local government entities, including without limitation, Colleges of education, are required to collect and remit to the New Jersey Director of Taxation in the Department of the Treasury the use tax due on all of their sales of tangible personal property delivered into the State of New Jersey pursuant to the "Sales and Use Tax Act," (N.J.S.A.54:32B-1 et seq.), regardless of whether the tangible personal property is intended for a contract with a contracting agency. This tax shall be remitted for the term of the Contract.

For purposes herein, "affiliate" shall mean any entity that: (a) directly, indirectly, or constructively controls another entity, (b) is directly, indirectly, or constructively controlled by another entity, or (c) is subject to the control of a common entity. For purposes of the immediately preceding sentence, an entity controls another entity if it owns, directly or indirectly, more than fifty percent (50%) of the ownership interest in that entity. N.J.S.A. 52:32-44(g)(3).

## 20. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Pursuant to Public Law 2012, c.25, any person or entity that submits a proposal or otherwise proposes to enter into or renew a contract must complete the certification enclosed herewith and attest, under penalty of perjury, that the person or entity, or one of the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a

person or entity engaging in investment activities in Iran. If the College finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

## **21. RECORD MAINTENANCE**

Pursuant to N.J.A.C. 17:44-2.2, the Contractor shall maintain all documentation related to products, transactions or services under this Contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

## **22. TERMINATION**

- a. The College shall be able to terminate this Contract for any reason upon providing written notice to Contractor.
- b. The College shall be able to terminate this Contract immediately upon written notice to the Contractor in the event of any breach of contract by the Contractor. The College is not required to provide an opportunity to cure the default.
- c. In the event of termination, the Contractor, as its sole remedy shall be entitled to recover for services actually provided, subject to any defense the College may have. The Contractor waives any claims for any other types of damages, including, without limitation, special, consequential, and/or punitive damages.

## **23. INSURANCE**

The successful proposer shall maintain or cause to be maintained, in full force and effect, insurance in such amounts and against such risks as follows:

- (a) Broad form, comprehensive, or commercial General Liability Insurance coverage, including contractual liability, against claims for personal injury, death or property damage in an amount of not less than One Million Dollars (\$1,000,000.00), together with Excess/Umbrella Liability Insurance in an amount of not less than Two Million Dollars (\$2,000,000.00). The Excess/Umbrella policy shall overlay the General Liability Policy and the Automobile Liability Policy;
- (b) Workers Compensation Insurance coverage in the statutory amount. Employer's Liability Insurance coverage in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) each accident;
- (c) The Contractor shall maintain business Automobile Insurance on all vehicles used in performance of this Agreement in an amount not less than \$1,000,000.00 (One Million Dollars) for bodily injuries to each person and \$1,000,000 (one million dollars) each occurrence, and property damage in an amount not less than \$1,000,000.00 (One Million Dollars) per occurrence. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event the Contractor does not own automobiles, the Contractor agrees to maintain coverage for Hired and Non-Owned Business Automobile Insurance,

which may be satisfied by way of endorsement to the commercial General Liability policy or separate business Automobile Liability policy.

No later than the execution of this Agreement, and upon the Board's request from time to time, the Contractor shall provide to the Board a certificate of insurance evidencing the coverages set forth above in (a) (b) and (c) from an insurance company authorized to do business in New Jersey and having an A.M. Best Rating of at least an "A". The Contractor shall also provide, upon the Board's request, full and complete copies of the insurance policies required by (a), (b), (c) and (d) above. The coverage set forth above in (a), (c) and (d) shall name the HUDSON COUNTY COMMUNITY COLLEGE as an additional insured.

#### **24. FORM OF CONTRACT**

Contracts will be let on the College's Form of Agreement between College and Contractor, including supplementary terms and conditions, if any, which will incorporate all terms and conditions of these proposal specifications and all legal requirements applicable to the College and the work performed by the successful proposer.

The Agreements shall be executed by both parties not later than twenty-one (21) days from the date of the award by the College (Sundays and holidays excluded); however, such time frame may be extended by agreement of the parties.