



**Mobile Technical Training**  
**Fire & Emergency Safety Manual**  
**Effective Date: 01/01/23 to 12/31/23**

Based on the Handbook for Campus Safety and Security Reporting provided by the U.S. Department of Education

U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Safety and Security Reporting, Washington, D.C., 2011.

## I. Clery Geography

The Clery Act requires institutions to disclose statistics for reported crimes based on:

- Where the crimes occurred,
- To whom the crimes were reported,
- The types of crimes that were reported, and
- The year in which the crimes were reported.

Mobile Technical Training must disclose crime statistics for Clery-reportable offenses that occur only on its so-called “Clery Geography.” Clery Geography includes three general categories:

- On-campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- Non-campus building or property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation, to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Reasonably contiguous refers to a building or property your institution owns or controls that’s in a location that you and your students consider to be, and treat as, an integral part of your main or core campus; and is covered by the same security policies as your campus. An example might be a house two blocks from campus that’s owned by your institution and has been converted into an art studio for your students.

Mobile Technical Training is located at 460 US-46, South Hackensack, NJ 07606.



Figure 1

## II. CRIME STATISTICS

### Classifying and Counting Clery Act and VAWA Crimes

The Clery Act requires MT2 to disclose three general categories of crime statistics:

- Criminal Offenses:

Criminal Homicide, including:

- a) Murder and Non-negligent Manslaughter      b) Negligent Manslaughter

Sex Offenses including:

- a) Forcible      b) Non-forcible

Other crimes including:

- a) Robbery      b) Aggravated Assault      c) Burglary      d) Motor Vehicle Theft      e) Arson.

- Hate Crimes - Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias

- Arrests and Referrals for Disciplinary Action for Weapons (Carrying, Possessing, Etc.), Drug Abuse Violations and Liquor Law Violations.

The Violence Against Women Act (VAWA) requires MT2 to disclose crime statistics involving:

- a) Domestic Violence      b) Dating Violence      c) Stalking

Types of Criminal Offenses for the Clery Act

1. Criminal homicide- These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

A) Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

B) Negligent Manslaughter is defined as the killing of another person through gross negligence.

Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

2. Sex offenses- Sex offenses are separated into two categories: forcible and non-forcible.

A) Sex Offenses—Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

There are four types of Forcible Sex Offenses:

- Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

- Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

3. Robbery- Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

4. Aggravated Assault- Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary- Burglary is the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft- Motor vehicle theft is the theft or attempted theft of a motor vehicle.

7. Arson- Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### III. CAMPUS SECURITY AUTHOURITIES

Under Clery, a crime is reported when it is brought to the attention of a Campus Security Authorities(CSA) or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should forward the crime report to the local police.

- In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a CSA, nor must a finding of guilt or responsibility be made to disclose the statistic. If your institution is in doubt as to whether a crime has been reported, rely on the judgment of law enforcement professionals.

#### Reporting Crimes Policy

All victims and witnesses are encouraged to promptly and accurately report crimes and emergencies to the local police by calling 911. For non-emergency situations, reports should first be evaluated by the CSA, and then reported to local police if necessary.

### IV. DAILY CRIME LOG

According to the Handbook for Campus Safety and Security Reporting provided by the U.S. Department of Education, your institution is not considered to have a security department and, therefore, is not required to maintain a crime log if you only have:

- Local law enforcement personnel who patrol on or near your campus, but who do not have a written agreement or contract with your institution for these services.

For this reason, MT2 is not required to maintain a daily crime log but is required to obtain crime statistics for our Clery Geography from the local police departments.

## VI. CAMPUS SECURITY RATE STATISTICS

From January 1, 2022 to December 31, 2022 the following crimes were reported on campus:

Crime	# Reported
Homicide	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Hate Crime	0

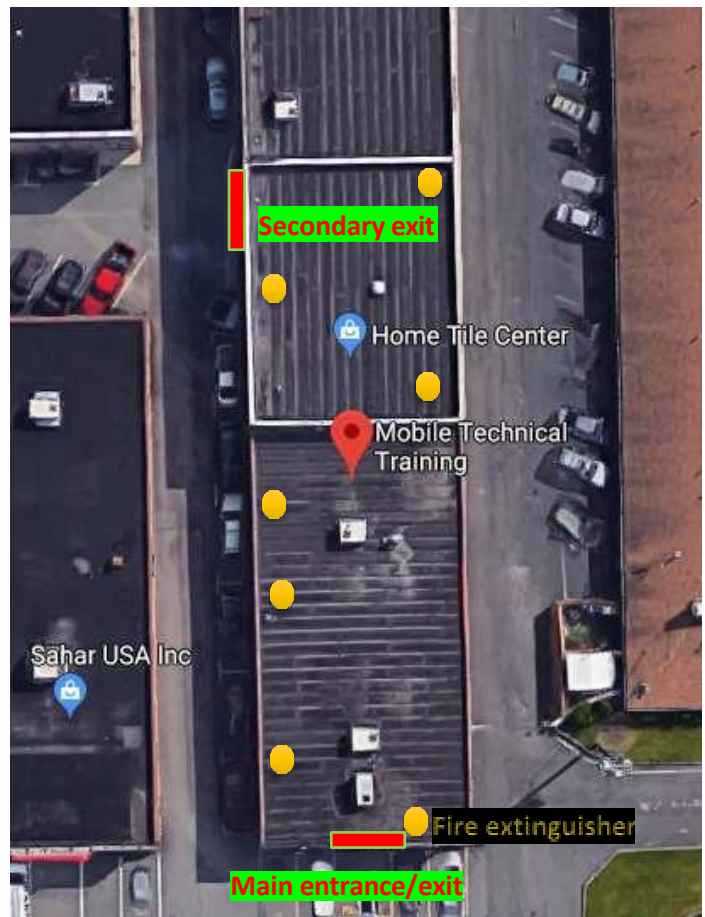
## V. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The purpose of the Emergency Evacuation Procedures is to establish minimum requirements that will provide a reasonable degree of life safety from fire emergencies in Mobile Technical Training. The Emergency Evacuation Procedures will be utilized to evacuate all occupants during a fire emergency. Failure to leave the building when a fire evacuation alarm is sounding is a violation of state law.

Some other examples of significant emergencies or dangerous situations are:

- Fire
- Outbreak serious illness
- Approaching tornado or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

Figure 2



**In case of an emergency, everyone shall evacuate the building immediately.**

**All building exits & fire extinguisher can be found in Figure 2.**

**In case of the fire alarm, please stop what you are doing and evacuate the building via the nearest exit door. All student will meet in front of the building.**

**Exit signs are properly labeled above each door.**

**A fire extinguisher can be found in every classroom, woodshop, bay and by the exit doors.**

**Emergency lights will turn on automatically when the power goes out.**

## VI. What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?

1. TURN OFF ALL HAZARDOUS EXPERIMENTS or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc. as quickly as possible.
2. CLOSE all doors behind you as you exit.
3. CHECK all doors for heat before you open or go through them to avoid walking into a fire.
4. EVACUATE the building using the nearest exit or stairway. DO NOT USE ELEVATORS.
5. CALL 911 from a safe area and provide name, location, and nature of emergency.
6. PROCEED to pre-determined assembly area of building and remain there until you are told to re-enter by the emergency personnel in charge.
7. DO NOT IMPEDE access of emergency personnel to the area.
8. INFORM Building Safety Personnel or Emergency Personnel of the event, conditions and location of individuals who require assistance and have not been evacuated.

## VII. What should I do if I discover a fire?

1. ACTIVATE THE FIRE ALARM SYSTEM by pulling one of the nearest pull stations that are located along the exit routes, if the alarm is not already sounding.
2. FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit if the alarm is sounding. DO NOT USE ELEVATORS.
3. PROCEED to the pre-determined outdoor assembly area for the building.
4. CALL 911 to report the fire, after you evacuate the building.
5. REMAIN OUTSIDE at the assembly area until you are been told to re-enter the building by the emergency personnel in charge.

## What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed throughout FAU buildings.
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.
- Fire extinguishers can only be used for small fires that can be easily contained.
- Multi-purpose ABC fire extinguishers are used to fight Class "A", "B" and "C" fires:  
Class "A": Fires caused by ordinary combustibles, such as wood, paper or textiles.  
Class "B": Fires caused by flammable and combustible liquids, such as cooking oil, gasoline, and other solvents.  
Class "C": Fires caused by electrically-energized equipment or appliances, etc.

## When should I use a portable fire extinguisher?

- Attempt to use fire extinguishers ONLY if the following apply:
  - o You are trained on how to use the fire extinguisher.
  - o The proper extinguisher is readily available.
  - o The fire is small, contained, and not spreading beyond its starting point.
  - o The exit is cleared and there is no imminent peril.
  - o The building is being evacuated.
  - o The fire department is being called.