

# NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE EMERGENCY ACTION PLAN

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## **INTRODUCTION**

The information contained in this document will provide students and employees at Northwestern Connecticut Community College with a better understanding of measures that can be taken to encourage a safer campus environment. This manual includes basic guidelines to follow when faced with various emergencies.

A key objective of Northwestern Connecticut Community College is to provide a safe and secure environment for all faculty, staff, students, and visitors. Your safety is very important. However, we alone cannot provide a total isolation from crime or unsafe conditions. Each person on campus must share this responsibility. We urge you to be aware of your environment and to continually strive to maintain the highest level of safety within our community.

Law enforcement have authority over and response to Northwestern Connecticut Community College are provided by the Connecticut State Police, Troop B, located in Canaan. The Winsted Police Department will respond to: thefts, auto accidents, or general law enforcement support. Fire protection is provided by the Winsted Fire Department. Both are reached on an emergency basis via standard 911 telephone calls which connects to their common dispatch center located in Winsted.

To provide in-building and parking lot surveillance, deterrence, and escort support to staff and students, the College employs Winchester Police Officers on campus. They are also on campus to help students with security issues: please feel free to approach them for any reason.

The Dean of Administration is responsible for the oversight and management of all safety and security related matters. Please do not hesitate to contact the office of the dean with any question you might have regarding the information provided in this guide book or any other safety and security matters.

**EMERGENCY**  
**TELEPHONE NUMBERS**  
**USING A CAMPUS**  
**TELEPHONE**

**FIRE/POLICE/AMBULANCE.....911**  
**STATE POLICE.....8-1-800-497-0403 or 8-860-626-1820**  
**STATE POLICE DESK OPERATIONS.....8-860-626-1840**  
**WINSTED POLICE.....8-860-379-2721**

**EMERGENCY USE**

**CAMPUS CLASSROOMS DIAL 911 FOR EMERGENCY**

**Office of President.....86406**  
**Office of the Dean of Administration.....86409/86408**  
**Office of the Dean of Academic & Student Affairs.....86319/86320**  
**Director of Human Resources.....86325/86324**  
**Information Center.....86300**  
**Maintenance.....86346**  
**Computer Help Desk.....86367**  
**Maintenance Cell.....8-860-309-1915**

*Elevator phones – connected to emergency*

# EMERGENCY TELEPHONE NUMBERS USING A NON-CAMPUS TELEPHONE

**FIRE/POLICE/AMBULANCE..... 911**  
**STATE POLICE..... (Line) 800-497-0403 or 860-626-1820**  
**STATE POLICE DESK OPERATIONS.....860-626-1840**  
**WINSTED POLICE..... 860- 379-2721**

## CAMPUS PHONES AVAILABLE FOR EMERGENCY USE

**INFORMATION CENTER – FH 104**  
 Monday – Friday 8:00 am-5:00 pm

**LEARNING RESOURCE CENTER**  
 Monday – Tuesday 8:30 am -8:00 pm  
 Wednesday –Friday 8:30 am – 4:30 pm

**GREENWOODS & ART & SCIENCE CENTER**  
 Classroom phones – dial 911

**JOYNER Health SSCIENCE CENTER**  
 Classroom phones 911

**FOUNDER’S HALL**  
 Classroom phones – dial 911

<b>Office of President.....</b>	<b>860-738-6406</b>
<b>Office of the Dean of Administration.....</b>	<b>860-738-6409/6408</b>
<b>Office of the Dean of Academic &amp; Student Affairs.....</b>	<b>860-738-6319/6320</b>
<b>Director of Human Resources.....</b>	<b>860-738-6325/6324</b>
<b>Information Center.....</b>	<b>860-738-6300</b>
<b>Maintenance.....</b>	<b>860-738-6347/6346</b>
<b>Maintenance.....</b>	<b>cell phone 860-309-1915</b>

*On campus dial 8 before the above numbers*  
*Elevator phones – connected to emergency services*

## **NOTIFICATION POLICY**

In the event that a situation arises, either on or off campus, that is judged by the President, the Dean of Administration or designee to constitute an ongoing or continuing threat, a campus wide "Code Red - Emergency" will be issued. Our college policy is to notify you as promptly as possible regarding what is known about a potential problem, and address our best information regarding protection and your response. Administrative staff will make every effort to ensure timely updates are given to all students, staff and visitors regarding the emergency situation.

"Code Red - Emergency" notifications may be issued in a variety of methods to provide guidance in the most prudent manner depending upon the incident type (hostage, shooter, violence, terrorist, etc.) Primary notification may be made through the use of the PA system providing a verbal announcement. Notification may also be made via the telephone system or via direct communication from staff. E-mails may be generated and an emergency posting placed on the Northwestern Connecticut Community WEB page. Notification via text message through the Everbridge system is an option: Enrolling in the Everbridge system is automatic when you sign up for classes, staff will be automatically updated at the beginning of each semester. When safely possible more than one method of notification will be utilized.

## **EXPECTATIONS FOR DEPARTMENTS AND STAFF**

### **Employees, Faculty, and Staff:**

- Are familiar with and follow the Emergency Action Plan.
- Participate in drills and training sessions as required.
- Walk through primary and secondary evacuation routes at least once to become familiar with emergency exits.
- Know where hazardous conditions or situations in the area may exist.
- Know the location of flammable, biological, and other hazardous materials.
- Know where the fire alarm pull stations are located and know how to turn them on.
- Know where fire extinguishers are located in the building and how to use them.
- Know the different alarm sounds and how to respond accordingly.
- Know where the first aid kits are located in the building.
- Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency.
  - Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest exits are located.
  - Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

**Building Superintendent:**

- Acts as a liaison with the responding emergency service and others if a building emergency occurs.
- In his absence, the most senior skilled maintainer/maintainer will coordinate our response with the President or designee.
- Reviews the Emergency Action Plan at least annually and confirms that they are current.
- Schedules employee safety and security training.
- Coordinates and conducts fire drills with Dean of Administration.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.
- In case of fire, assures that the sprinkler control valves are open.

**Instructors:**

- Provide class or audience with general information relating to emergency procedures.
- This information should be shared the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used. Not all classrooms have a telephone. Know where the nearest accessible phone is located.
- Assure that persons with disabilities have the information they need.
- The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

**Health & Safety Committee:**

- Receives information about security concerns from students, faculty, and staff and shares that information with the President.
- Reviews and analyzes staff response to critical incidents and makes recommendations for improving procedures.
- Provides a written summary of critical incidents to the President or his or her designee.
- Copies should be forwarded to the Dean of Academic and Student Affairs for student-related incidents.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.
- Meets with students, faculty, and staff after an emergency has occurred to discuss plans to ensure their safety.
- Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- Coordinate and record the results of fire drills with Building Superintendent 1.
- Attend training sessions and meetings to review procedures and duties, if necessary.
- Perform an inventory of first aid kits and supplies at least annually and restocks as necessary.

**Director of Marketing and Public Relations:**

- Handles all contact with the media.

## DEFINITIONS

The President or his or her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of a crisis and emergency are provided as guidance to assist staff in determining the appropriate response.

Using on campus phones report incidents immediately to the Dean of Administration or his designee by calling 86409, or 86408. If you receive no answer at the above numbers **during business hours**, call the information center at 86300. The campus operator will then contact the Dean of Administration or his designee to inform them of the problem. During evening hours call 8-860-309-1915.

**Crisis Situation:** A crisis situation is defined as any situation or event that is identified by the President or his/her designee as having a significant adverse impact on the campus community as a whole.

### **Emergencies:**

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.

**Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

**Public Health Emergency:** An occurrence or imminent threat of a communicable disease, except sexually transmitted diseases, or contamination caused or believed to be caused by bioterrorism, an epidemic or pandemic disease, a natural disaster, a chemical attack or accidental release, or a nuclear attack or accident that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long-term disability. During a public health emergency, direction for all higher education institutions will come from the Connecticut Department of Public Health. However, it may be necessary for the President and Dean of Administration to make decisions about College operations dependant upon local conditions.

**Building Emergency:** A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exists which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Dean of Administration shall be notified immediately. The Dean of Administration will immediately inform the President. The President and the Dean of Administration shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the

building. All contacts with the media will be handled by the Director of Marketing and Public Relations. Any inquiries from media representatives are to be referred to that office.

**Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

**Assumptions:** The Emergency Action Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Therefore, the following are general possibilities:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.
- The route of ingress and egress to the College may be restricted.

## **CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the President or his or her designee as follows:

During the period of any campus major emergency, The Dean of Administration shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Dean of Administration shall immediately consult with the President and Building Superintendent regarding the emergency and the possible need for declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

In the event of fires, storms or a major disaster occurring in or about the campus, or which involves College property, the Building Superintendent and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

## **INITIAL EMERGENCY PROCEDURES**

The initial and primary source for all emergency information is the Dean of Administration, (860-738-6409/6408). While the Dean of Administration may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Dean of Administration will:
  - Ensure that the appropriate alarms have been activated (fire, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
  - Notify city and county emergency personnel as needed.
  - Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
  - Notify the President of the emergency/disaster.
2. The Dean of Administration will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, and other key staff as appropriate.
3. The Director of Marketing and Public Relations will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will flow through that office.

## **ESTABLISHMENT OF THE EMERGENCY COMMAND CENTER (ECC)**

The President's conference room will serve as the Emergency Command Center (ECC). The alternate ECC location will be the 2<sup>nd</sup> floor Founder's Hall Conference Room (202). Should the primary and secondary locations be destroyed or not available, the off campus ECC for the main campus will be located at Joyner Learning Center. For any shooter, hostage or bomb threat situation on the main campus, the ECC will be located at the Winsted Police Department, located at 338 Main Street, Winsted, CT 06098.

### **Emergency Management Team (EMT) Members:**

- President
- Dean of Administration
- Director of Marketing and Public Relations
- Dean of Academic and Student Affairs
- Director of Human Resources
- Director of Information Technology
- Superintendent of Buildings and Grounds
- Chemical Hygiene Officer

- Program Coordinator for Criminal Justice
- Building Representatives:
  1. Joyner Learning Resource Center, Adriane Cavanno
  2. Learning Resource Center, Jim Patterson
  3. Art & Science Center, Karen Hunter
  4. Administrative Building, Michael Rooke
  5. English Building, Wendy Bovia
  6. Goulet Building, Jane Williams
  7. Greenwoods Hall, Darryl Reome
  8. Founders Hall, Steve Frazier
  9. Founders Hall Annex, Joe Danajovits

## **DELEGATION OF AUTHORITY**

In the event of the absence of the President, the line of authority is:

- Dean of Administration
- Dean of Academic and Student Affairs
- Director of Human Resources
- Associate dean of enrollment Management

## **EMERGENCY PRIORITY TASKS**

In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories.

### **Priority 1**

- Ensure the safety of students, staff, and visitors.
- Determine the nature and severity of the situation.
- Establish liaison for needed assistance from off-campus;
  - Local/State/Federal law enforcement
  - Local fire/rescue units
  - Local hospitals/paramedic units
  - Local political jurisdiction offices: Mayor, County Executive
- Notification of persons using the Emergency Notification System.
- Establishment of communications, both radio and telephone.
- Shutdown of dangerous utilities.
- Application of fire suppression measures if safe and possible.
- Provision of medical aid.
- Initiation of search and rescue operations.
- Control of hazardous substances.
- Activate emergency notification procedures

## Priority 2

- Determine the extent of suspension of business and for how long.
- Survey of facilities and utilities and recertification for use as appropriate.
- Notification of selected local radio or television stations of any suspension or curtailment of activity.
- Establishment and maintenance of public and media information.
- Dissemination of information on campus.
- Control of criminal activity on campus (control access in and out of campus).
- Provisions for psychological assistance to trauma victims, as needed.

## Priority 3

- Survey of valuable materials and equipment (Library, Laboratories, etc.).
- Survey of records, documents, and data.
- Survey of academic and other departmental requirements.
- Determination and consideration of financial concerns.
- Determination and consideration of legal and liability concerns.
- Acquisition of necessary supplies and equipment.
- Resumption of full or limited academic and other programs and schedules.
- Notification of selected local radio and television stations of resumption of activities.

## EVACUATION

**CAMPUS EVACUATION:** In the event of an emergency necessitating the evacuations of all or part of the campus grounds announcements to evacuate the campus are typically made: via the fire alarm PA system, the emergency telephone notification system, email, or text message. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

**BUILDING EVACUATION:** In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

**BUILDING**

FOUNDERS HALL  
 FOUNDERS HALL ANNEX  
 ADMINISTRATION BUILDING  
 WHITE BUILDING  
 LEARNING RESOURCE CENTER  
 ENGLISH HOUSE  
 GOULET HOUSE  
 GREENWOODS HALL  
 JOYNER HEALTH AND SCIENCE CENTER  
 150 WETMORE AVENUE  
 ART & SCIENCE CENTER

**ASSEMBLY POINT**

Park (directly across from Founder's Hall)  
 Parking lot south end near church  
 Parking lot far southwest corner  
 Corner of Walnut St. and Wetmore Ave.  
 Parking lot south end near Holabird Ave.

**DISABLED PERSONS MOBILITY IMPAIRED**

- Course schedules of all mobility disabled students and staff will be kept in appropriate administrators' offices so that the individual's scheduled location will be available to fire and other emergency personnel.
- Course schedules of mobility restricted/disabled students will be distributed to the following offices:
  - i. President's Office
  - ii. Dean of Academic and Student Affairs
  - iii. Dean of Administration
  - iv. Information center
  - v. Building Superintendent
- Whenever possible, handicapped individuals will be notified prior to fire drills so that they can use the elevator to leave the building.
- In those building areas where direct evacuation through self-help by the disabled individual is possible, the first available staff person is requested to assist the disabled person with evacuation.
- All personnel can assist the physically impaired by walking slowly by the individual's side, especially down the stairs.
- At each building location where a wheelchair or other mobility restricted student is unable to evacuate the building, a fire evacuation location will be designated for the individual to go to and await assistance from the fire emergency personnel.
- The fire evacuation locations will be filed with the local fire department, local fire marshal, and state and local agencies.
- In those areas where evacuation by fire emergency personnel is required, a staff member is requested to wait with the disabled individual to aid in the evacuation.

- Handicapped individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel.
- The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible:

### **Fire Evacuation Location for Disabled Persons**

**Art & Science Center:**

Middle Level	Room Open Space 216
Upper Level	Balcony

**Founders Hall:**

Basement	Room B01, B07
Second Floor	Room 201, 207
Third Floor	Room 301, 307

**Founders Hall Annex:**

Basement	Room B10
Faculty Offices 2nd floor	Room 208, 218
Faculty Offices 3rd floor	Room 308, 318

**Greenwoods Hall**

First Floor	Room 124, 110
Second Floor	Room 224, 215
Third Floor	Room 314, 306

**Joyner Health Science Center**

Second Floor	Room 202
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**NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!**

## ANIMAL EVACUATION PLAN NCCC VETERINARY TECHNOLOGY

### I. EVACUATION ROUTE AND MEETING POINT

A. In the event of an emergency requiring evacuation, the closest available faculty or staff member(s) shall be responsible for evacuating program and visiting animals.

B. Once placed in carriers or on leashes as described below, all animals should be evacuated to the parking lot adjacent to Joyner, via the side door across from the Isolation Room (Rm 110).

C. All faculty and staff involved in evacuation will meet at the island in the center of the parking lot. A census will be taken of the animals to confirm that all have been safely evacuated from the building.

D. If the outside temperature is below 40 degrees, the animals may be placed in staff and faculty members' cars during the evacuation and census, until they can be transported to an acceptable alternate location. If Joyner must remain empty for more than several hours, then program animals will be boarded at a local animal control facility or hospital until they can safely return to Joyner.

### II. INDIVIDUAL ANIMAL INSTRUCTIONS

#### A. PROGRAM ANIMALS

i. Cats (Rm 117, Sherry's office): Place cats in individual carriers, which will be stored in the office in plain view.

ii. Rabbit(s) (Rm 112): Place rabbit(s) in individual carriers, which will be stored in room 112 in plain view.

iii. Rodents (mice, rats, guinea pigs, gerbils, hamsters) (Rms 113 and 118): All resident animals can be removed in the cages in which they are housed. To allow for easier transport, animals in larger cages may be moved to a shoe box cage. Extra shoe box cages will be assembled and stored on a shelf in each room, in plain view.

iv. Reptile(s) (Rm 119): Place reptile(s) in individual cat carriers that will be stored on the shelf in plain view.

#### B. VISITING ANIMALS (if present)

i. Cats (Rm 122, 123): Place cats in individual cat carriers that will be stored in the rooms in plain view.

ii. Dogs (Rm 120, 123): Small dogs should be placed in individual cat carriers that will be stored in plain view. Larger dogs should be placed on slip leads (2 per animal), which will be hanging adjacent to the runs and cages in plain view.

iii. Isolation (Rm 110): Any cats or dogs in Isolation shall be placed in individual cat carriers (cats and small dogs) or placed in 2 slip leads (larger dogs), all of which will be stored in Isolation in plain view.

### III. NATURAL DISASTER OR WEATHER-RELATED EMERGENCY

A. Joyner is equipped with a back-up generator that activates within seconds of a disruption to the power supply, and is capable of maintaining adequate temperature, ventilation and lighting throughout the entire building. However, in the event that this system should fail, and the temperature within Joyner should drop below 50° F, arrangements will be made to evacuate any lizards immediately, and the remaining animals within 48 hours. If the temperature within Joyner should drop below 40° F, all animals will be evacuated immediately. Following evacuation, program animals will be boarded at an animal control facility or animal hospital with an adequate power supply or functioning backup generator.

- Emergency Contacts:
  - Program Coordinator: Adriane Cavanno ?????
  - Program Technician: Sheryl Keeley, CVT 413-429-6322
  - Building Superintendent: Steve Rines 860-309-1915

## **SPECIFIC EMERGENCY PROCEDURES**

### **Fire:**

- Activate the manual pull station fire alarms
- Call 911.
- Give specific location and any possible information.
- Alarms and fire extinguishers are generally located near each exit.
- Familiarize yourself with the location of the exits and extinguishers.
- Immediately notify the switchboard: 860-738-6300.
- Inform Dean of Administration's Office: 860-738-6409/6408.
- DO NOT USE ELEVATOR
- Move quickly, without running, to the designated area posted near the door of each room.
- Turn off lights and computers; close all doors after exiting room or office
- DO NOT LOCK DOORS
- Turn gas off in science labs
- Move away from buildings to facilitate the maneuvering of emergency vehicles.
- Guide, assist, and command, if necessary, to insure proper evacuation.
- Do not re-enter the building until authorized

### **BOMB THREATS:**

1. **DO NOT** hang up on telephone threats; try to keep the caller talking.
2. Attempt to gather as much information as possible. Attempt to learn the following:

Where is the bomb located?  
 When is the bomb set to go off?  
 What does the voice sound like (man, woman, child, accents, etc.)?  
 What is the explosive?  
 What does it look like?  
 Were there any identifiable sounds in the background?  
 What building is it in?  
 Did you place the bomb?  
 Why was it set? Purpose?  
 Where are you calling from?  
 Exact wording of the threat?

Acting as an individual or part of a group?

**3. USING ON CAMPUS PHONES NOTIFY SOMEONE NEARBY THAT YOU ARE TALKING TO A THREATENING INDIVIDUAL. HAVE THE PERSON CALL THE CAMPUS OPERATOR AT 86300 AND THE DEAN OF ADMINISTRATION AT 86409/86408. THE DEAN WILL CALL STATE POLICE 8-860-626-1840.**

4. If the caller hangs up, immediately call the Dean of Administration's office 86409/86408 and the Information Center at 86300 relay pertinent information. Call the local police 8- 860-379-2721.

5. Proceed to a (safe zone) predesigned where you will meet a police office. (i.e. CVS across the street) You will be the first person the police will want to interview.

6. The information center will then notify the President of the situation and a determination will be made concerning the action to be taken. The command center will be the President's conference room. If the threat is in the Administration Building, the command center will be the Founder's Hall Conference Room.

7. In the event that you must evacuate the building, follow the procedures outlined below:

- Activate the fire alarm system in your building. Go to designated evacuation area for your building.
- Quickly look around your area and take note of anything out of the ordinary. Take nothing with you except personal items such as purse, coat, car keys, umbrella, or briefcase.
- As you leave the building at the nearest exit, take note of anything unusual in the hallways/stairs.
- Remain in the designated area for your building until you are notified to return.

**Gas Leak:**

**DO NOT** pull the fire alarm, use telephones, turn light switches, or other equipment on or off. Do not touch electrical equipment or use portable radios.

Move away from the affected area and alert others: evacuate building if necessary according to evacuation procedures.

Notify the Dean of Administration or call 911 from outside the building away from the affected area

Natural gas leaks, detected by a distinct sulfur ("rotten-eggs") smell, may bring danger of an explosion. It is essential that buildings with natural gas leaks be evacuated until the source of the leak can be found and repaired.

## **Flood Emergency Response Plan:**

Buildings at Risk: Learning Resource Center, Founders Hall Annex Building, 56 Park Place (a.k.a. Goulet Building) and Art & Science Center. Potential flooding would include filling the lower mechanical spaces and ranging from a few inches of water in the lower floor of the library and the Annex Building to up to 2 feet in the Art and Science Center, and complete flooding of the basement of 56 Park Place.

The initial and primary source for all emergency information is the Dean of Administration, (860-738-6409/6408). The Dean of Administration will work closely with the Town of Winchester Office of the Fire Marshal and Civil Preparedness Director.

## **IT Response for Founders Hall Annex Building** – Shutdown/De-Energize Information Technology Equipment

*Assumption: Dean of Administration (or appointed individual) would receive adequate notification from Winsted's Civil Preparedness Director of impending flood conditions.*

Response Scope: Computer Classrooms X010 & X011, Network Operations Center X009, and Server Room X017

Response Procedure:

1. Dean of Administration to notify Director of Information Technology of impending flood conditions;
2. Director of Information Technology to coordinate with Building Superintendent to sequence de-energizing buildings;
3. Prior to de-energizing Founders Hall Annex Building;
  - a. In X009, X010 and X011:
    - i. Perform a controlled shutdown of all computers using shutdown script on KACE management device;
    - ii. Verify systems are off by physical inspection.
  - b. In X017:
    - i. Perform a controlled shutdown of all servers using Remote Desktop Protocol (RDP) interface;
      1. *If RDP interface is unavailable, uncontrolled forced shutdowns should be performed using power switches on servers.*
    - ii. Power down all network infrastructure equipment (i.e., switches, routers, etc...);
    - iii. Power down and unplug uninterruptable power supply equipment.
  - c. Notify Head of Maintenance building can be de-energized.

Estimated Time to Complete Procedure: 1.5 Hours

Staffing Resources Required: 1 staff member

Maintenance response for Founders Hall Annex Building – When the Information Technology Department is finished, the maintenance department will de-energize the building by shutting off the main circuit breaker located in the basement of Founders Hall. The Founders Hall Annex will not be re-energized until clean-up is completed and the college has coordinated with Eversource

Estimated Time to Complete Procedure: 15 minutes  
Staffing Resources Required: 1 staff member

### **Response For The Learning Resource Center – Shutdown/De-Energize Information Technology Equipment**

*Assumption: Dean of Administration (or appointed individual) would receive adequate notification from Winsted's Civil Preparedness Director of impending flood conditions.*

Response Scope: Technology Equipment Room (Lower Basement)

Response Procedure:

1. Dean of Administration to notify Director of Information Technology of impending flood conditions;
2. Director of Information Technology to coordinate with Head of Maintenance to sequence de-energizing buildings;
3. Prior to de-energizing Library Building;
  - a. In Technology Equipment Room:
    - i. Power down all network infrastructure equipment (i.e., switches, routers, etc...);
    - ii. Power down and unplug uninterruptable power supply equipment.
  - b. Notify Head of Maintenance building can be de-energized.

Estimated Time to Complete Procedure: 0.5 Hours  
Staffing Resources Required: 1 staff member

Maintenance response for the Learning Resource Center – When the Information Technology Department is finished, the maintenance department will de-energize the building by shutting down the main circuit breaker located in the basement of Founders Hall. The Learning Resource Center will not be re-energized until clean-up is completed and the College has coordinated with Eversource.

Estimated Time to Complete the Procedures: 15 minutes  
Staffing resources required: 1 staff member

## Response for 56 Park Place – Shutdown/De-Energize Information Technology Equipment

*Assumption: Dean of Administration (or appointed individual) would receive adequate notification from Winsted's Civil Preparedness Director of impending flood conditions.*

Response Scope: Technology Cabinet in Basement

Response Procedure:

1. Dean of Administration to notify Director of Information Technology of impending flood conditions;
2. Director of Information Technology to coordinate with Head of Maintenance to sequence de-energizing buildings;
3. Prior to de-energizing 56 Park Place;
  - a. In Technology Equipment Room:
    - i. Power down all network infrastructure equipment (i.e., switches, routers, etc...);
    - ii. Power down and unplug uninterruptable power supply equipment.
  - b. Notify Head of Maintenance building can be de-energized.

Estimated Time to Complete Procedure: 0.5 Hours

Staffing Resources Required: 1 staff member

Maintenance response for 56 Park Place – When instructed by the Dean of Administration the maintenance department will de-energize the building by shutting down the main circuit breaker located in the base of 56 Park Place. After clean-up is completed 56 Park Place will be re-energize after the College coordinates with Eversource.

Estimated Time of Completion: 15 minutes

Staff Resources Required: 1 staff member

An inventory of items stored in the basement of 56 Park Place will be completed and any items that can be moved will be moved.

During a flood, time permitting the maintenance staff will empty the basement and relocate the material to the first floor of 56 Park Place.

## Response for Art & Science – Shutdown/De-Energize Information Technology Equipment

*Assumption: Dean of Administration (or appointed individual) would receive adequate notification from Winsted's Civil Preparedness Director of impending flood conditions.*

Response Scope: Not Applicable – No Technology in Basement

Response Procedure: N/A  
Estimated Time to Complete Procedure: N/A  
Staffing Resources Required: N/A

Maintenance response for the Art & Science Center - When instructed by the Dean of Administration the maintenance department will de-energize the building by shutting off the main circuit breaker, on the lower level of the Art & Science Center. After clean-up is completed the Art and Science Center will be re-energize after coordination the College with Eversource.

Estimate Time to Complete Procedure: 15 minutes  
Staffing Resources Required: 1 staff member

An inventory of items stored below two feet in the lower floor of the Art & science will be completed. During a flood, time permitting the maintenance staff will empty all cabinets, below 2 feet, on the lower floor of the Art & Science Center and move the material to a higher level.

Clean up procedures: As soon as the area is safe to return the maintenance department will be available for cleanup with wet. If necessary local contractors such as Servpro could be called in to assist in clean up.

#### **ACTIVE SHOOTER / HOMICIDAL CRISIS INTERVENTION**

It should be noted that the guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

1. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt. In this situation you should:
  - Call 911 IMMEDIATELY.
  - During the day notify one of the following officials in the most expeditious fashion to initiate Lock Down Procedures, if it is safe to do so:
    - i. Steven Frazier, Dean of Administration (Ext. 86409)
    - ii. Patricia Bouffard, Dean of Academic and Student Affairs (Ext. 86319)
    - iii. Michael Rooke, President (Ext 86410)
  - In the evening notify the state trooper on duty (860 309 1914)
  - Be thoroughly familiar with and follow the Lock Down Procedures as described in the next section of this plan.
  - Take steps to ensure your own safety and the safety of others.

2. **PRIMARY LEVEL:** This level describes an individual who poses imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later. In this situation you should:

- During the day notify one of the following officials for their assistance and to make notification to the following college officials.
  - i. Dean of Administration (Ext. 86409)
  - ii. Dean of Academic and Student Affairs (Ext. 86319),
  - iii. President (Ext. 86410),
  - iv. Director of Human Resources (Ext. 86325).
  - v. After normal operating hours, notify the state trooper on duty (860 309 1914).

## **LOCKDOWN / SHELTER IN PLACE**

At times a life-threatening, hostile or hazardous situation may arise on or near Northwestern Connecticut Community College requiring the implementation of a **lockdown**. Such a procedure exists to protect human life and property and makes resolution of a threatening situation easier for law enforcement agencies.

### **Definition**

A "lockdown" is a temporary "sheltering-in-place" technique utilized to limit exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions given by administration officials and appropriate law enforcement officials.

Example of a life-threatening or hazardous situation includes, but is not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus
- Execution of a high risk search or arrest warrant of a potentially dangerous suspect
- Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)

- Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.)

Due to the varying scenarios and situations that might occur on or near campus and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by a designated administration official (e.g.: President, Dean of Administration, Dean of Academic and Student Affairs or Campus Security), the following procedures are to be implemented immediately if the incident is in your vicinity or occupants do not believe they can safely flee from the building:

### **1. Active Shooter on Campus:**

If you witness or hear gunfire on campus, seek concealment immediately. Call 911 and report the gunfire if you are able. Remain in your concealed location until the situation is declared safe by Law Enforcement Officials or Campus Security. Be prepared to provide the following information if known:

- Exact location of the incident and if the suspect is still shooting.
- Condition of the victim(s) and the number of victim(s).
- Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired.
- Type of weapon used (handgun, rifle, etc)
- Direction of travel or location of the suspect.
- Anything you may have heard the shooter say

DO NOT pull the fire alarm! This could cause innocent people to be put in harm's way. Only you can tell if it is safe to run from the building. If in doubt do not run. Seek shelter where you are.

- Stay in your office or classroom
- Immediately lock and barricade door if possible
- If the threat is inside the building, leave the shades up/open.
- If the threat is outside the building, close the shades.
- Close windows, shut off lights, and remain quiet.
- Seek protective cover, Stay out of the hallways and away from sightlines through windows and doorways.
- Keep students calm.
- Turn cell phones to vibrate. Do not assume someone else has called the police.
- Call 911 and report as much information as possible about the incident.
- Do not leave the room or unlock the door until authorized by emergency personnel.
- If a hostile intruder is outside the building, run away from the threat as fast as you can.
- Do not run in a straight line.
- If hostile intruder attempts to breach classroom door, exit class via rear door or window. If this is not possible to exit, prepare to fight. Arm yourself with fire extinguisher, chair, etc. (Strength in numbers). If multiple adults are inside classroom being breached, spread out as you prepare to attack intruder together.

## A. Classrooms/Laboratories and Work Areas:

If you are in a classroom/laboratory or work area when you hear gunfire, immediately do the following:

- Secure the door by locking it. If you don't have a key, wedge a door stop and/or other material against the door to prevent the shooter from opening the door.
- Turn off the lights and close the blinds. If possible, cover the window in the door to prevent someone from seeing into the room.
- Move away from the door and out of sight of the door.
- Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible.
- Turn off all cell phones or set them on silent mode so that the suspected shooter cannot hear them. Use one phone to quietly call 911 to notify them of gunfire and give them your location and the number of the cell phone that you are using.
- Remain in your concealed area until local law enforcement, Campus Security or their designee tell you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by the respective Dean or by the President.

## B. Hallways and Other Open Areas Indoors or Outdoors:

If you are in a hallway or other open area when you hear gunfire, immediately do the following:

- If you are indoors, seek concealment in an open room or behind a substantial object.
- Do not expect those in barricaded rooms to open the room to admit you because **they have no way of knowing that you are not the suspected shooter.**
- If you are out-of-doors seek concealment behind cars, dumpsters, or other large objects. Use extreme caution when moving across campus because this makes you a visible target.
- If you spot the suspected shooter, call 911 and provide:
  - Exact location of the incident and if the suspect is still shooting.
  - Condition of the victim(s) and the number of victim(s).
  - Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired.
  - Type of weapon used (handgun, rifle, etc.).
  - Direction of travel or location of the suspect.
  - Anything you may have heard the shooter say.
- Remain in your concealed location until local law enforcement, Campus Security or their designee tells you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by the respective Dean or by the President.

## 2. Serious Crime Occurring or Committed in Close Proximity to Campus:

- Specific instructions/actions to be taken will be *based upon the specific crime or incident that is or has recently occurred*, and will be disseminated by the appropriate means to the campus community.

- vi. The actions listed under Active Shooter on Campus above may apply, but will ultimately be determined by Administration and Security. It is critical for everyone subject to a lockdown to follow instructions of Law Enforcement Officials, Campus Security or designated Administrative Officials.

### **Hazardous Chemical Spill on campus:**

Using an on campus phone any spillage of a hazardous chemical should be reported immediately to Building Superintendent by calling 86346, or 86347. If you receive no answer during business hours and a maintenance emergency exists, call the campus operator at 86300 or 8-860 309 1915. The campus operator will then contact the Building Superintendent or Maintenance personnel to inform them of the problem.

- If an emergency exists outside away from a building, CALL 911 and evacuate the area.
- If an emergency exists in or near a building, CALL 911. Walk quickly to the nearest marked exit and alert others to do the same.
- ASSIST THE DISABLED in exiting the building! Use the stairs: DO NOT USE THE ELEVATORS during a chemical spill or gas leak.
- DO NOT PANIC OR CAUSE OTHERS TO PANIC!
- Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- When reporting, be specific about the nature of the involved material and exact location.
  - Emergency 911 Personnel will contact the necessary specialized authorities.
  - The on-site instructor should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel.
  - Anyone who may be contaminated by the spill should follow proper decontamination procedures. They are also to avoid contact with others as much as possible, remain in the vicinity, and give their names to the emergency personnel.
  - Required first aid and clean up by specialized authorities should be started at once.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer. After any evacuation, report to the assembly points listed in Section I.

### **TOXIC FUMES RELEASE off campus:**

- During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on one of the campuses, Shelter-in-Place is recommended.

- Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.
- It is the responsibility of the local authorities to notify the college to issue orders for in-place sheltering during chemical emergencies generated off campus. The Campus Emergency Notification System will immediately be activated. All employees, students and visitors outside should be directed to enter the nearest building.
- Shelter-in-Place Procedures:
  - A. Go inside the building.
  - B. Close all windows and doors.
  - C. If one is available, turn on your television or radio for further information.
  - D. If eyes, nose, or throat become irritated, protect your breathing passages by covering your mouth and nose with a damp cloth, take frequent, shallow breaths, and STAY CALM!
  - E. Do not leave the building until you receive official notification from the Fire, Police, or College administration that the danger has passed.

## **MEDICAL EMERGENCIES**

### **Life Threatening Emergencies:**

**DON'T WAIT - CALL 911!!**

#### **1. Life Threatening Emergencies Include:**

- Unconsciousness
- Difficulty Breathing
- Choking
- Seizures
- Chest Pain
- Serious Bleeding
- Rape/Assault

#### **2. GET HELP!**

- IF ALONE, run to the nearest telephone and dial 911
- IF NOT ALONE, send someone to the nearest telephone and dial 911.
- If the nature of the emergency can be determined, report it
- If possible, report if the person is Conscious, Breathing or Bleeding.

#### **3. Render aid as appropriate.**

#### **4. If possible, send someone to meet Emergency Personnel to direct them to the scene.**

### **General Medical Problems (Injuries/Illness):**

- General Medical Problems (Injuries/Illness) include conditions with no threat to life or limb.
- Render aid as appropriate.

- Direct the person to the nearest First Aid Kit.
- If needed, accompany the person or send another person with them.
- Ask if they need assistance to home, hospital or doctor. (Note: You should never transport a person to the hospital yourself, always call an ambulance.

## **EMERGENCY ACCIDENT/ILLNESS PROCEDURES:**

There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, witnesses or victims of an emergency should use their good judgment about the need to call for emergency personnel (911) or to take the injured person to an emergency room. Following is a brief description of these procedures.

**Personal Injury:** In the event of an injury on campus, a Personal Injury Report is filled out by the staff member present and forwarded to the Dean of Academic and Student Affairs (or designee) and to the Dean of Administration for the College. The Dean of Administration and Dean of Academic and Student Affairs keep copies.

**OCCUPATIONAL ILLNESS OR INJURY:** First Report of Employee Injury or Illness form is filled out for any employee who is injured or becomes ill due to occupational duties while working at Northwestern Connecticut Community College. The employee's immediate supervisor completes this form and copies are forwarded to the Director of Human Resources within 24 hours of the accident or illness. Blank copies of the First Report of Employee Injury or Illness may be obtained in the Human Resources office, and a supply should be kept on file in each office. The Director of Human Resources will use the information provided in this form to complete the First Report of Employee Injury or Illness Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Board of Claims and a copy filed in the Human Resources office.

**NOTE: DURING ELECTRICAL STORMS, WE REQUEST YOU PLEASE WAIT UNTIL NO THREAT OF LIGHTNING EXISTS BEFORE ASKING BUILDING SUPERINTENDENT FOR ASSISTANCE.**

## **MAINTENANCE EMERGENCY**

1. Using an on campus phone any maintenance emergency should be reported immediately to Building Superintendent by calling 8-860-309-1915 (cell), 86346, or 86347. These emergencies may include:
  - Power (electrical) outages, electrical problems
  - Water leaks, ruptured water line
  - Gas leaks
  - Sewage problems
2. If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 86300. The campus operator will then contact the Dean of Administration or his designee to inform them of the maintenance problem. If a problem occurs after hours, call the Maintenance cell phone 8-860-309-1915

**WARNING! NEVER TOUCH LIVE WIRES.  
DO NOT ATTEMPT TO RESCUE A PERSON EXPERIENCING ELECTRICAL SHOCK.  
SHUT OFF POWER WHERE APPLICABLE.**

### **PUBLIC HEALTH CRISIS**

In the event of a public health crisis, whether local, regional, or national, the College may be called upon to close in the interest of public health. As a result, all employees will be sent home until such time that the Department of Public Health determines that the threat has passed and state officials reopen schools. Instructors should have a contingency plan as classes will also be on hiatus until the College reopens. All faculty and staff should be aware that if the College is closed, it may be for as few as a day or two or for as long as several weeks. In the case of a public health crisis, stay tuned to local radio and television stations for updates. They will also indicate when the College has reopened and classes will resume.

Northwestern Connecticut Community College is part of all Public Health Emergency Response Plans as an institution of higher learning. The emergence of new influenza viruses, specifically SARS and H5N1 ("avian flu") in the last decade has prompted federal and state public health departments to develop these plans to reduce the number of individuals who may become ill during an outbreak of a strong influenza strain or other public health crisis.

There are currently no people in the U.S. affected by H5N1, nor have there been any reported cases of the virus in domestic or migratory birds in the U.S. However, this situation could change in the near future or it is possible that we may never see a case here in the U.S. As a result of this uncertainty, it is important to be aware of/and prepared for the outcome of an influenza outbreak in Connecticut while remaining calm and optimistic.

Keep in mind that as much as 40% of the workforce could be out of work for any given two week time period during public health crisis, and voluntary (in-home) quarantines for those that are ill may be stressed by local, state, or federal officials even if the College has not yet closed. While it is important

to abide by this request if it is given, this means that it may be difficult to obtain basic necessities during this time frame. Follow standard preparedness procedures for ensuring enough food and water for an extended period. It is recommended that all NCCC employees visit the Connecticut Department of Public Health's website: <http://www.dph.state.ct.us/>

**WHILE THERE HAS BEEN NO EVIDENCE OF HUMAN-TO-HUMAN SPREAD OF H5N1**, there are some steps that all students, faculty, and staff can take to remain personally healthy and to help to keep others healthy as well.

Prevention of disease is the most important:

- Cover your mouth and nose when coughing. Encourage others to do the same.
- Use appropriate methods to clear nasal passages and promptly discard used tissue.
- Wash your hands frequently with soap and water. Mild soap and water are sufficient.

If you do become sick (with ANY sort of illness):

- Stay at home. You will recover faster and will help to prevent the spread of illness to others.
- Drink plenty of fluids and make sure that someone is aware that you are ill.
- Limit physical activity and get plenty of rest.
- When you are feeling better, return to work but no sooner. You may still be carrying the virus or bacteria that made you ill so continue to follow extensive hygiene procedures to reduce the risk of transmission.

## SUICIDAL CRISIS INTERVENTION

### Procedures for Intervention of Suicidal Tendencies:

NOTE: The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should determine the level of the crisis and respond using the following as guidelines:

1. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on his or her life now, or is threatening an immediate attempt. In this situation you should:
  - **Call 911 IMMEDIATELY**
  - TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS
2. **Primary Level:** This level describes an individual who is seriously depressed and who has given thought to end his or her life. He or she might have a plan and means for carrying out that plan.

He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life now, may do so later. In this situation you should:

- Make sure the individual does not possess a firearm or other weapon.
- Not leave the individual alone.
- Appear confident that you can help the individual.
- Immediately escort the individual to the Student Services Counselor if individual requests help.
- If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 86325, or their supervisor.
- Notify local/state police who can summon an ambulance and respond quickly in the event the individual turns violent.

## HOMICIDAL CRISIS INTERVENTION

### Procedures for Intervention of **Homicidal Tendencies**:

NOTE: The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

3. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt. In this situation you should:
  - **Call 911 IMMEDIATELY**
  - TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS
4. **Primary Level:** **This level describes an individual who poses imminent danger and who has expressed intent to harm another individual.** He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later. In this situation you should:
  - Make sure the individual does not possess a firearm or other weapon.
  - Not leave the individual alone.
  - Monitor the individual where he is currently located and call 911 for police response.
  - Appear confident that you can help the individual.
  - If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 86325, or their supervisor.

### **First Aid**

1. First Aid Kits are located in the following designated offices and in all science laboratories:
  - Founders Hall Information Center and Faculty Secretary's Office
  - Learning Resource Room 213 (behind circulation desk)
  - Joyner Health Science Center – Main Floor
  - Greenwoods Hall – 2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor and Multipurpose Room
  - English Building - Main Floor restroom

- Goulet Building – Main Floor restroom
- 150 Wetmore Building
- Administration Building – Main Floor restroom
- Art and Science Center- science labs, outside of ASB 118, outside ceramics studio and faculty office area main floor

## **CAMPUS SECURITY SERVICES**

A State Trooper is on duty 6:00 P.M. TO 10:00 P.M. Monday through Thursday. The officer is here for your safety and protection and to maintain a safe and inviting physical environment. Duties of the State Trooper change according to campus needs and include:

Patrolling campus- exterior and interior; monitoring students, employees and visitors.

Traffic control – accident investigation,

Accompanying students to \classroom and / or vehicles when they feel unsafe and request these services

## **TEMPORARY CLOSINGS**

The President will confer with the Dean of Administration and other appropriate personnel on all closings due to emergencies or inclement weather.

For inquiries about possible closures or cancellations:

- Students:
  - Students should listen to the radio and television stations listed below. Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.
- Employees:
  - **During school hours:** You will be notified by your supervisor regarding temporary cancellations or campus closing.
  - **During non-school hours:** Listen to the radio and television stations listed below.

Once authorized, the Dean of Administration is responsible for contacting the following TV stations: WVIT – Channel 30, WFSB – Channel 3, and WTNH – Channel 8. Notification will also be provided to the students through text messages. Employees and students are encouraged to enroll in the text message notification or call the snowline (860) 738-6464 or watch the TV station identified above.

Rev. 6/17

# APPENDIX A: STUDENT INCIDENT REPORT FORM

**\*\*Fill out this form in its entirety and return to the Campus Safety Officer\*\***

Name of injured student: _____		
Student ID Number: @_____	Date: _____	Time of Incident: _____
Location (Building and Room): _____		
Course and CRN: _____		
Faculty member present: _____		
<b>If incident involves an animal, please provide <i>animal's</i> rabies vaccination status:</b>		
<input type="checkbox"/> Vaccinated	<input type="checkbox"/> Expired Vaccination	<input type="checkbox"/> Not Vaccinated <input type="checkbox"/> Unknown
<b>If incident involves risk of human BBP, please provide student's HEP B vaccination status:</b>		
<input type="checkbox"/> Vaccinated	<input type="checkbox"/> Not Vaccinated	<input type="checkbox"/> Unknown

**1. Full Incident/Occurrence Description:**

a. Student Account (must be filled out by student if able):

b. Staff Member Account:

**2. Causal Factors:** (to be filled out by student if able)

a. Root Cause (elimination of which would likely have prevented the incident)

b. Other Contributing Causes

**3. Lessons Learned:** (to be filled out by student if able)

4. **Corrective Actions to Prevent Recurrence:** (to be filled out by student if able)

a. What actions have been taken immediately after the incident

b. What actions have been planned for the future to avoid similar incidents

5. **Comments by Faculty Member:**

6. **Comments by Campus Safety Officer:**

Student Signature (if able): \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Safety Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Rev 10/16**

This document is adapted from the Dyersburg State Community College Emergency Action Plan