

# NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE EMERGENCY ACTION PLAN

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## 1. 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.

The law enforcement agency with authority over and response responsibility for Northwestern Connecticut Community College emergencies is the Connecticut State Police, Troop B, located in Canaan, CT. However, the Winsted Police Department will respond to: thefts, auto accidents, or general law enforcement support.

Fire protection is provided by the Winsted Fire Department.

911 telephone calls are handled and routed automatically by the central dispatch center, located in Torrington, CT.

To provide in-building and parking lot surveillance, incident deterrence, and escort support to staff and students, the College employs Connecticut State Police Officers from Troop B for on campus presence. State Police Officers are also on campus to help students with security issues.

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

## **2. Emergency Telephone Numbers for Urgent Situations**

**NOTE: ALL ELEVATOR PHONES ARE CONNECTED TO EMERGENCY SERVICES**

**2.1. FIRE -> Dial 911**

**2.2. AMBULANCE SERVICES -> Dial 911**

**2.3. POLICE SERVICES -> Dial 911**

**2.4. What to do when calling 911**

2.4.1. Provide your name

2.4.2. Provide your location or location of incident

2.4.3. Follow up with the Associate Dean of Campus Operations office

### 3. Emergency Telephone Numbers for Non-Urgent Situations

**NOTE: WHEN USING CAMPUS PHONES, ALWAYS DIAL 8 BEFORE THE NUMBERS BELOW**

#### 3.1 Police Telephone Numbers

- 3.1.1 Connecticut State Police: ..... **800-497-0403**  
**860-626-1820**
- 3.1.2 Connecticut State Police Desk Operations: ..... **860-626-1840**
- 3.1.3 Winsted Police: ..... **860-379-2721**

#### 3.2 Campus Telephone Numbers

- 3.2.1 Office of President: ..... **860-738-6406**
- 3.2.2 Office of the Associate Dean of Campus Operations: ..... **860-738-6409**  
**860-738-6408**
- 3.2.3 Office of the Dean of Academic & Student Affairs: ..... **860-738-6319**  
**860-738-6320**
- 3.2.4 Human Resources: ..... **860-738-6324**
- 3.2.5 Information Center: ..... **860-738-6300**
- 3.2.6 Building Superintendent (Cell): ..... **860-309-1915**

## 4. NOTIFICATION POLICY

In the event an emergency situation arises, either on or off campus, and judged by the President/CEO, or designee to constitute an ongoing or continuing threat, a campus wide “Code Red - Emergency” will be issued. In these situations, the College policy is to notify you as promptly as possible with regard to what is known about a potential problem, information regarding protection and what you should do in response. Administrative staff will make every effort to ensure timely updates are given to all students, faculty, 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 (e.g., hostage event, active shooter, violent acts, terrorism, etc.) Primary notification may be made through the use of the Colleges Public Address (PA) system providing an audible announcement. Notification may also be made via the telephone system or via direct communication from faculty or 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<sup>1</sup>. When possible, more than one method of notification will be utilized.

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<sup>1</sup> *Enrolling in the Everbridge system is automatic when you sign up for classes, staff will be automatically updated at the beginning of each semester.*

## 5. EXPECTATIONS FOR DEPARTMENTS AND STAFF

### 5.1 All Students, Faculty, Staff and Visitors:

- 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.

### 5.2 Faculty:

- 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. 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.



### 5.3 Facilities Management - 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 Associate Dean of Campus Operations.
- 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.

### 5.4 Health & Safety:

#### Campus Safety Officer

- All mental health and mental/physical abuse concerns are handled through CARE committee unless an emergency situation which is handled by the Campus Security Officer and/or the Campus Dean of Students & Faculty.
- Receives information about security concerns from students, faculty, and staff and shares that information with the appropriate departments/personnel in a timely manner.
- 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 of all incidents should be forwarded to the Campus Dean of Students and Faculty 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.
- Coordinate and record the results of fire drills with Building Superintendent 2.
- Perform an inventory of first aid kits and supplies as needed (handled by outside vendor who restocks as necessary).
- Attend training sessions and meetings to review procedures and duties, if necessary.

## Campus Dean of Students & Faculty

- All mental health and mental/physical abuse concerns are handled through CARE committee unless an emergency situation which is handled by the Campus Security Officer and/or the Campus Dean of Students & Faculty.
- Provides a written summary of critical incidents to the President or his or her designee.
- Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- Receives information about security concerns from students, faculty, and staff and shares that information with the appropriate departments/personnel in a timely manner.
- 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.
- Attend training sessions and meetings to review procedures and duties, if necessary.

### **5.5 Public Relations:**

- Handles all contact with the media.

## 6. DEFINITIONS

The President/CEO or his/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.

All incidents should be immediately reported to the Associate Dean of Campus Operations or his/her designee by calling 860-738-6409. If you receive no answer at this number **during business hours**, call the Information Center at 860-738-6300. The campus operator will then contact the Associate Dean of Campus Operations or his/her designee to inform them of the problem. During non-business hours please call 860-309-1915.

### 6.1.1 Campus Safety Officer

Associate Dean of Campus Operations or his/her designee is defined as the Campus Safety Officer.

### 6.1.2 Crisis Situation

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

### 6.1.3 Minor Emergency

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

### 6.1.4 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.

### 6.1.5 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/CEO and Associate Dean of Campus Operations to make decisions about College operations dependent upon local conditions.

### **6.1.6 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 exist 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 Associate Dean of Campus Operations shall be notified immediately. The Associate Dean of Campus Operations will immediately inform the President/CEO. The President/CEO and the Associate Dean of Campus Operations 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.

### **6.1.7 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.

### **6.1.8 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.

## **7. CAMPUS STATE OF EMERGENCY**

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

During the period of any campus major emergency, the Associate Dean of Campus Operations 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 Associate Dean of Campus Operations shall immediately consult with the President/CEO 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.

## **8. INITIAL EMERGENCY PROCEDURES**

The initial and primary source for all emergency information is the Associate Dean of Campus Operations, (860-738-6409/6408). While the Associate Dean of Campus Operations 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:

### **8.1 Campus Notification of an Emergency Situation**

The Associate Dean of Campus Operations will:

- A. Ensure that the appropriate alarms have been activated (Fire, Radio, and/or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
- B. Notify City/County emergency personnel as needed.
- C. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
- D. Notify the President/CEO of the emergency/disaster.

### **8.2 Emergency Intervention**

The Associate Dean of Campus Operations will take the immediate steps necessary to reduce the threat of potential injury or loss of life or property. He/she will inform the President/CEO of the emergency situation directly, and other key staff as appropriate.

### **8.3 Public Notification of Emergency**

The Public Relations liaison 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.

## **9. 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 Office of the Associate Dean of Campus Operations, room 105a in Founder's Hall.

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.

## **10. Emergency Management Team (EMT) - Core Members**

President/CEO - **Michael Rooke**

Associate Dean of Campus Operations – **Brian Plessinger**

Public Relations Liaison – **Susan Stiller**

Campus Dean of Students and Faculty– **Jay Whitaker**

Human Resources Generalist – **Erin Ransford**

Director of Information Technology – **Rick Coutant**

Building Superintendent – **Jim Brochu**

Chemical Hygiene Officer – **Douglas Mooney**

Program Coordinator for Criminal Justice – **Mike Emanuel**

## **11. EMT - Building Representatives**

Administrative Building – **Michael Rooke**

Art & Science Building – **Doug Mooney**

English Building – **Erin Ransford**

Founders Hall – **Dawn Gorack**

Founders Hall Annex – **Rick Coutant**

Goulet Building – **Ruth Gonzalez**

Greenwoods Hall – **Andrew Wetmore**

Joyner Learning Resource Center – **Adriane Cavanna**

Learning Resource Center – **Jim Patterson**

## **12. EMT - Advisory Members**

Campus Communications/Information – **Lindsay Booth**

Campus Scheduling/Information – **Deborah Payne**

Chemical Hygiene Officer – **Douglas Mooney**

Nursing/Allied Health – **Constance Hotchkiss**

Veterinarian Program – **Sheryl Keeley**

## **13. Delegation of Authority**

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

Campus Dean of Students and Faculty– **Jay Whitaker**

Associate Dean of Campus Operations – **Brian Plessinger**



## **14. Emergency Task Priorities**

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

### **14.1 Priority 1 Tasks**

- **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**

## 14.2 Priority 2 Tasks

- 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.

## 14.3 Priority 3 Tasks

- 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.

## 15. Evacuation

### 15.1 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.

### 15.2 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:

<b>BUILDING</b>	<b>ASSEMBLY POINT</b>
FOUNDERS HALL	Town Green (across from Founder's Hall)
FOUNDERS HALL ANNEX	Town Green (across from Founder's Hall)
ADMINISTRATION BUILDING	Town Green (across from Founder's Hall)
WHITE BUILDING	Town Green (across from Founder's Hall)
LEARNING RESOURCE CENTER	Town Green (across from Founder's Hall)
ENGLISH HOUSE	Town Green (across from Founder's Hall)
GOULET HOUSE	Town Green (across from Founder's Hall)
GREENWOODS HALL	Parking lot south end near church
JOYNER HEALTH AND SCIENCE CENTER	Parking lot far southeast corner
ART & SCIENCE CENTER	Parking lot south end near Holabird Ave.

### 15.3 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:
  - President's Office
  - Dean of Academic and Student Affairs
  - Associate Dean of Campus Operations
  - Information center
  - 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:

## 15.4 Fire Evacuation Location for Disabled Persons

<u>Building</u>	<u>Room</u>
Art & Science Center:	
Middle Level	Room 216/Open Space
Upper Level	Balcony
Founders Hall:	
Basement	Rooms B01, B07
Second Floor	Rooms 201, 207
Third Floor	Rooms 301, 307
Founders Hall Annex:	
Basement	Room 010
Faculty Offices 2nd floor	Rooms 208, 218
Faculty Offices 3rd floor	Rooms 308, 318
Greenwoods Hall	
First Floor	Rooms 124, 110
Second Floor	Rooms 224, 215
Third Floor	Rooms 314, 306
Joyner Health Science Center	
Second Floor	Room 202

**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!**

## 15.5 ANIMAL EVACUATION PLAN JOYNER HEALTH SCIENCE CENTER

### 15.5.1 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.

### 15.5.2. INDIVIDUAL ANIMAL INSTRUCTIONS

#### A. PROGRAM ANIMALS

i. Cats (Rm 118): Place cats in individual carriers, which will be stored in the office in plain view.

ii. Rabbit(s) (Rm 113): Place rabbit(s) in individual carriers, which will be stored in room 113 in plain view.

iii. Rodents (mice, rats, guinea pigs, gerbils, hamsters) (Rms 119 and 121): 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. Guinea pigs spend some of their time in the large play area in Rm 120; a cat carrier is stored in plain view in Rm 120 for use with any Guinea pigs in the play area.

iv. Reptile(s) (Rm 122): Place reptile(s) in cat carriers that will be stored on the shelf in plain view.

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

i. Cats (Rm 123, 125): Place cats in individual cat carriers that will be stored in the rooms in plain view.

ii. Dogs (Rm 120, 125): 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.

### 15.5.3 NATURAL DISASTER OR WEATHER-RELATED EMERGENCY

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.

### 15.5.4 NCCC Veterinary Technology Emergency Contacts:

<b>Program Coordinator:</b>	<b>Adriane Cavanna</b>	<b>203-947-4144</b>
<b>Program Technician:</b>	<b>Sheryl Keeley, CVT</b>	<b>413-429-6322</b>
<b>Building Superintendent:</b>	<b>Jim Brochu</b>	<b>860-309-1915</b>

## 16. Specific Emergency Procedures

### 16.1 FIRE:

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



## 16.2 BOMB THREAT

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:
  - A. *Where is the bomb located?*
  - B. *When is the bomb set to go off?*
  - C. *What does the voice sound like (man, woman, child, accents, etc.)?*
  - D. *What is the explosive?*
  - E. *What does it look like?*
  - F. *Were there any identifiable sounds in the background?*
  - G. *What building is it in?*
  - H. *Did you place the bomb?*
  - I. *Why was it set? Purpose?*
  - J. *Where are you calling from?*
  - K. *Exact wording of the threat?*
  - L. *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 738-6300 AND THE ASSOCIATE DEAN OF CAMPUS OPERATIONS AT 738-6409. THE DEAN WILL CALL STATE POLICE 8-860-626-1840.
4. If the caller hangs up, immediately call the Associate Dean of Campus Operations office 738-6409 and the Information Center at 738-6300 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.

## 16.3 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.
- 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.

## 16.4 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 Associate Dean of Campus Operations, 860-738-6309. The Associate Dean of Campus Operations will work closely with the Town of Winchester Office of the Fire Marshal and Civil Preparedness Director.

### 16.4.1 FOUNDERS HALL and FOUNDERS ANNEX BUILDING Information Technology Response

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

**Response Scope:** Computer Classrooms FX010 & FX011, Network Operations Center FX009, Server Room FX017, the Server Room located in FH basement (across from FH006).

**Response Procedure:**

1. Associate Dean of Campus Operations 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 and FH Server room:

- i. Perform a controlled shutdown of all servers using Remote Desktop Protocol (RDP) interface;
  - ii. If RDP interface is unavailable, uncontrolled forced shutdowns should be performed using power switches on servers.
  - iii. Power down all network infrastructure equipment (i.e., switches, routers, etc.);
  - iv. 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

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***

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

## 16.4.2 THE LEARNING RESOURCE CENTER

### Information Technology Response

*Assumption: Associate Dean of Campus Operations (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. Associate Dean of Campus Operations 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 the 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

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 LRC. The LRC building 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***

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

### **16.4.3 INFORMATION TECHNOLOGY RESPONSE for ADMINISTRATION, ENGLISH AND GOULET BUILDINGS**

#### Information Technology Response

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

**Response Scope:** Technology Cabinets in Basement

**Response Procedure:**

1. Associate Dean of Campus Operations 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 buildings;
  - b. In Technology Equipment Room:
    - iii. Power down all network infrastructure equipment (i.e., switches, routers, etc.);
    - iv. Power down and unplug uninterruptable power supply equipment.
  - c. Notify Building Superintendent building can be de-energized.

***Estimated Time to Complete Procedure: 0.5 Hours (per building)***

***Staffing Resources Required: 1 staff member (per building)***

### Maintenance Response

When the Information Technology Department is finished, the maintenance department will de-energize the buildings by shutting off the main circuit breaker located in the basement of each building. The building will not be re-energized until clean-up is completed and the College has coordinated with Eversource.

***Estimated Time to Complete Procedure: 15 minutes (per building)***

***Staffing Resources Required: 1 staff member (per building)***

An inventory of items stored in the basement of each building 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 the respective building.

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

#### **16.4.4 INFORMATION TECHNOLOGY RESPONSE for ARTS AND SCIENCE BUILDING**

##### Information Technology Response

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

**Response Scope:** Not Applicable – No Technology in Flood Areas

**Response Procedure:** N/A

### Maintenance Response

The maintenance department will de-energize the building by shutting off the main circuit breaker located in the basement of the Arts and Science Building. The building 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***

An inventory of items stored below two feet in the lower floor of the Art & Science building 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 vacuum. If necessary local contractors such as Servpro could be called in to assist in clean up.

## 16.4.5 GREENWOODS HALL BUILDING

### Information Technology Response

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

**Response Scope:** Technology Equipment Room (Lower Level/Basement)

**Response Procedure:**

4. Associate Dean of Campus Operations to notify Director of Information Technology of impending flood conditions;
5. Director of Information Technology to coordinate with Building Superintendent to sequence de-energizing buildings;
6. Prior to de-energizing the building:
  - c. In Technology Equipment Room:
    - v. Power down all network infrastructure equipment (i.e., switches, routers, etc....);
    - vi. Power down and unplug uninterruptable power supply equipment.
  - d. 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

When the Information Technology Department is finished, the maintenance department will de-energize the building by shutting off the main circuit breaker located on the first floor adjacent to the Multipurpose room in Greenwood Hall. The Greenwood Hall building 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***

During a flood, time permitting the maintenance staff will empty the basement and first floor (Multipurpose room) and relocate the materials to the second or third floor of the building.

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

## 16.5 ACTIVE SHOOTER / HOMICIDAL CRISIS INTERVENTION RESPONSE PLAN

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:

**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:

1<sup>st</sup> -> Call 911 IMMEDIATELY.

2<sup>nd</sup> -> Notify Campus Officials

**During the day** between 8:00am and 5:00 pm, notify one of the following officials in the most expeditious fashion to initiate *Lock Down Procedures*, if it is safe to do so:

Associate Dean of Campus Operations at 860-738-6409;

Campus Dean of Students and Faculty at 860-738-6319 or;

College President/CEO at 760-738-6410

**In the evening notify**, notify the state trooper on duty at 860-309-1914

3<sup>rd</sup> -> Be thoroughly familiar with and follow the *Lock Down Procedures* as described in the next section of this plan.

4<sup>th</sup> -> Take steps to ensure your own safety and the safety of others.

**PRIMARY LEVEL** - This level describes an individual who poses an 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** between 8:00am and 5:00 pm, notify one of the following officials for their assistance and to make notification to the following college officials:

Associate Dean of Campus Operations at 860-738-6409;

Campus Dean of Students and Faculty at 860-738-6319 or;

College President/CEO at 760-738-6410

Human Resources at 860-738-6324

**In the evening notify**, notify the state trooper on duty at 860-309-1914

## 16.6 LOCKDOWN / SHELTER INPLACE

At times of life-threatening, hostile or hazardous situations on or near Northwestern Connecticut Community College campus, implementation of a lockdown maybe necessary. This procedure exists to protect human life and property and will attempt to make resolution of a threatening situation 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.

Examples 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, Associate Dean of Campus Operations, Campus Dean of Students and Faculty 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:



## 16.7 ACTIVE SHOOTER ON CAMPUS

If you witness or hear gunfire on campus,

**Call or Text 911 and report the gunfire if you are able.**

**Run, if you can't run, HIDE and if you can't hide, FIGHT**

If you have to hide, 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.

- 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 or Text 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.
- 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.

**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.

**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 outdoors 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.

## **16.8 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.

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.

## **16.9 HAZARDOUS CHEMICAL SPILL ON CAMPUS**

Using an on campus phone report any spillage of a hazardous chemical immediately to the Building Superintendent by calling 860-738-6346. If you receive no answer during business hours and a maintenance emergency exists, call the campus operator at 860-738-6300 or 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.

## 16.10 TOXIC FUMES RELEASE ON/OFF CAMPUS ACCIDENTS

During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on campus, 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:**

- Go inside the building.
- Close all windows and doors.
- If one is available, turn on your television or radio for further information.
- 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!
- Do not leave the building until you receive official notification from the Fire, Police, or College administration that the danger has passed.

## 17. MEDICAL EMERGENCIES

### 17.1 Life Threatening Emergencies

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

Life Threatening Emergencies Include:

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

**1. 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.

**2. Render aid as appropriate**

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

### 17.2 General Medical Problems (Injuries/Illness)

General Medical Problems (Injuries/Illness) are conditions with no threat to life or limb

**1. Render aid as appropriate.**

**2. Direct the person to the nearest First Aid Kit.**

**3. If needed, accompany the person or send another person with them.**

**4. 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.)**

### **17.3 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.

### **17.4 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 Campus Dean of Students and Faculty (or designee) and to the Associate Dean of Campus Operations for the College. The Campus Dean of Students and Faculty and to the Associate Dean of Campus Operations will retain copies.

### **17.5 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.

## 18. MAINTENANCE EMERGENCIES

In the event of a maintenance emergency, call the Building Superintendent at 860-309-1915 (cell) or 860-738-6346 immediately.

These emergencies may include:

- Power (electrical) outages, electrical problems
- Water leaks, ruptured water line
- Gas leaks
- Sewage problems

If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 860-738-6300.

The campus operator will then contact the Associate Dean of Campus Operations or his/her designee to inform them of the maintenance problem.

If a problem occurs after hours, call the Facilities Management cell phone at 860-309-1915.

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

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

## 19. 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 happened initially with the Covid-19 outbreak. 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 an extended period. In the case of a public health crisis, stay tuned to local radio, television stations, our college website, and your phone text messages for updates. They will also indicate when the College has re-opened and when classes will resume.

Northwestern Connecticut Community College is part of all Public Health Emergency Response Plans as an institution of higher learning. 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 necessities during this time frame. Follow standard preparedness procedures for ensuring you have 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/>

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 and follow the latest recommendation from the Centers for Disease Control and Prevention (CDC). 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.



## 20. SUICIDAL CRISIS INTERVENTION

**NOTE:** 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.

### Procedures for Intervention of Suicidal Tendencies

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:

**EMERGENCY LEVEL:** This level describes an individual who is trying on his or her life now or is threatening an immediate attempt. In this situation you should:

1. **Call 911 IMMEDIATELY**
2. **988 Suicide and Crisis Lifeline**
3. TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS

**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:

1. Make sure the individual does not possess a firearm or other weapon.
2. Not leave the individual alone.
3. Appear confident that you can help the individual.
4. Immediately escort the individual to the Student Services Counselor if individual requests help.
5. If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 860-738-6324, or their supervisor.
6. Notify local/state police who can summon an ambulance and respond quickly in the event the individual turns violent.

## 21. HOMICIDAL CRISIS INTERVENTION

NOTE: 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.

### Procedures for Intervention of Homicidal Tendencies

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:

**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:

1. **Call 911 IMMEDIATELY**
2. TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS

**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:

1. Make sure the individual does not possess a firearm or other weapon.
2. Not leave the individual alone.
3. Monitor the individual where he is currently located and call 911 for police response.
4. Appear confident that you can help the individual.
5. If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 860-738-6324, or their supervisor.

## 22. FIRST AID KIT LOCATIONS

The College maintains first aid kits for emergency situations, and they located in the following designated locations:

- Administration Building – Main Floor restroom
- Art and Science Center- science labs, outside of ASB 118, outside ceramics studio and faculty office area main floor
- English Building - Main Floor restroom
- Founders Hall Information Center and Faculty Secretary's Office
- Founders Hall Annex – 2<sup>nd</sup> Floor Hallway
- Greenwoods Hall – 2nd Floor, 3rd Floor and Multipurpose Room
- Goulet Building – Main Floor restroom
- Learning Resource Room 213 (behind circulation desk)
- Joyner Health Science Center – Main Floor & Second Floor

And in all science laboratories.

## 23. CAMPUS SECURITY SERVICES

A State Trooper is on duty from 6:00 P.M. TO 10:00 P.M. Monday through Thursday during spring and fall semesters.

The officer is here for your safety and protection and to maintain a safe and inviting physical environment. If you need non-emergency assistance, please contact the State Trooper at 860-309-1914.

Duties of the State Trooper change according to campus needs and include, but are not limited to:

- Patrolling campus- exterior and interior;
- Monitoring students, employees and visitors;
- Traffic control and accident investigation and;
- Accompanying students to /classroom and / or vehicles when they feel unsafe and request these services.

## 24. TEMPORARY CLOSINGS or DELAYS

The President will confer with the appropriate personnel on all closings and/or delays due to emergencies and/or inclement weather.

For inquiries about possible closures, cancellations, or delays:

### **For Students:**

Students should listen to the radio, watch television stations (WVIT – Channel 30, WFSB – Channel 3, and WTNH – Channel 8), or visit our website at [nwcc.edu](http://nwcc.edu) for the most current information. Any class day missed because of bad weather or emergency conditions will be rescheduled as appropriate.

### **For Employees:**

During school hours, staff will be notified by your supervisor regarding temporary cancellations or campus closing.

During non-school hours, staff should listen to the radio, watch local television stations (WVIT – Channel 30, WFSB – Channel 3, and WTNH – Channel 8), or check the homepage on the college website at [nwcc.edu](http://nwcc.edu) for the most current information.

A notification will also be sent to students and employees through text messages sent via Everbridge.

Finally, employees and students can also call the snowline at (860) 738-6464 to receive current information regarding closings or delays.

## 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: \_\_\_\_\_

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If incident involves an animal, please provide animal's rabies vaccination status:

Vaccinated    Expired Vaccination    Not Vaccinated    Unknown

If incident involves risk of human BBP, please provide student's HEP B vaccination status:

Vaccinated    Not Vaccinated    Unknown

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### **Full Incident/Occurrence Description**

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

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Staff Member Account:

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

Root Cause: *(elimination of which would likely have prevented the incident)*

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Other Contributing Causes:

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

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

What actions have been taken immediately after the incident?

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

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Comments by Faculty Member:

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Comments by Campus Safety Officer:

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

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

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

## Appendix B: EMERGENCY RESPONSE QUICK REFERENCE

### FIRE

- 1) Pull Fire Alarm
- 2) Move quickly, without running, to the designated assembly points posted near the door of each room. DO NOT USE ELEVATOR
- 3) Assist the disabled with exiting the building
- 4) Call 911
- 5) Provide specific location of fire and any information to help first responders.
- 6) Do not re-enter the building until authorized

### GAS LEAK

- 1) DO NOT pull the fire alarm, use telephones, turn light switches, or other equipment on or off
- 2) Do not touch electrical equipment or use portable radios
- 3) Move away from the affected area and alert others
- 4) If necessary, evacuate the building, while assisting the disabled and proceed to assembly point for your building according to evacuation procedures
- 5) Call 911 from outside the building away from the affected area

### HAZARDOUS CHEMICAL SPILL ON CAMPUS

- 1) DO NOT PANIC OR CAUSE OTHERS TO PANIC
- 2) If an emergency exists outside away from a building, CALL 911 and evacuate the area
- 3) If an emergency exists in or near a building, CALL 911 and walk quickly to the nearest marked exit, alerting others to do the same
- 4) Assist the disabled when exiting the building
- 5) Use the stairs, DO NOT USE THE ELEVATORS during a chemical spill or gas leak
- 6) Once outside, move to an area upwind of the spill, if possible, and at least 300 feet away from the affected building(s)
- 7) Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews
- 8) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer



## ACTIVE SHOOTER

- 1) Keep calm
- 2) Call or TEXT 911 IMMEDIATELY
- 3) DO NOT pull the fire alarm!
- 4) RUN, if you can't run, HIDE and if you can't hide, FIGHT**
- 5) If you must hide, immediately lock and barricade door if possible
- 6) If the threat is inside the building, leave the shades up/open
- 7) If the threat is outside the building, close the shades
- 8) Close windows, shut off lights, and remain quiet
- 9) Seek protective cover
- 10) Stay out of the hallways and away from sightlines through windows and doorways
- 11) Turn cell phones to vibrate
- 12) Do not leave the room or unlock the door until authorized by emergency personnel
- 13) If a hostile intruder is outside the building, run away from the threat as fast as you can
- 14) If hostile intruder attempts to breach classroom door, exit class via rear door or window
- 15) If exiting is not possible, prepare to fight.
- 16) Arm yourself with fire extinguisher, chair, etc.
- 17) If multiple adults (strength in numbers) are inside classroom being breached, spread out as you prepare to attack the intruder together
- 18) Remain in location until the situation is declared safe by Law Enforcement Officials or Campus Security