EMERGENCY PROCEDURES

Police/Fire/Medical

911

Information Desk

Security Cell Phone

860-541-0800

Dean of Student Affairs 860-773-1480

Title IX Coordinator

860-773-1646

Emergency/ Weather Line

860-773-1301



Fire / Building Evacuation

- Dial 911
- When the fire alarm is activated, evacuation is mandatory leave immediately
- Do not use elevators
- Leave through nearest emergency exit
- Consider individuals with disablities
- Close doors as you exit
- Move all personnel to a safe area away from the building

Medical

- Dial 911
- If you are not in imminent danger, dial 0
- Do not move an injured person unless he/she are in imminent danger
- Do not provide first aid, unless certified
- Use personal protective equipment



Emotional Event

- Dial 0 to report the incident
- Don't try to handle a person in psychological emergency by yourself
- Remain calm, do not overreact
- Be empathetic, listen without judging
- Direct attention to the issue at hand
- Permit verbal venting
- Avoid physical techniques
- Keep the person engaged and distracted if safe to do so



Suspicious Person/Disruptive Behavior

- Dial 0 <u>OR</u> the security cell phone
- Do not physically confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit
- Do not attempt to separate the two combatants
- Notify the Dean of Student Affairs



Power Outage

- Dial 0 to report the outage
- Move students to a window or entrance area with light (if available)
- Turn off/unplug any switches or equipment that were running to avoid a surge when power is restored
- Remain in your location until an official announcement is made



Hazardous Spill

- Dial 911 AND the Info Desk (0) to report the incident
- Identify, if possible, the chemical and retrieve the appropriate MSDS for correct first aid and clean-up procedures
- Close all doors to isolate the area if it is safe to do so
- Evacuate if necessary
- For spills in the chemistry lab, call for help on x19603
- Call the Chemical Hygiene Officer at 860-255-8392



Active Shooter or Shelter in Place

- Dial 911
- Run
- Hide in a location where you can't be seen
- Fight as a last resort



Bomb Threat

- Dial 911 to report the incident
- Remain calm and get as much information as possible
- Evacuate the area



Sexual Assault

- Dial 911 AND college administration to report the incident
- Seek medical attention
- Know that you will be believed



Suspicious Package

- Do not use radio or cell phone within 100 feet of the package
- Dial 0 to report the package
- Do not touch or disturb the package