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| **EMERGENCY PROCEDURES** |
| **Police/Fire/Medical** | **911** | **Information Desk** | **860-832-1960** |
| **CCSU Dispatch** | **860-832-2375** | **Division of Student Affairs** | **860-832-1601** |
| **Title IX Coordinator** | **860-832-1653** | **Student Center Info Desk** | **860-832-1970** |
|  |
|  **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 disabilities
* Close doors as you exit
* Move all personnel to a safe area away from the building
 |
|  **Medical** |
| * **Dial 911 to report the incident**
* If you are not in imminent danger, dial CCSU Public Safety Dispatch 860-832-2375
* Do not move the person unless they are in imminent danger
* Be familiar with the nearest AED and Public Access Naloxone in your building. The Dispatcher can give you pre-arrival instructions to help the victim.
 |
|  **Mental Health Crisis** | **Suspicious Person/Disruptive Behavior** |
| * **Dial 860-832-2375 to report the concern to campus police**
* Remain calm
* Provide supportive comments to demonstrate understanding
* Focus on de-escalation by being empathetic, listening without judging, and permitting verbal venting
* Avoid physical interaction
* Keep the person engaged in conversation until help arrives
 | * **Dial 860-832-2375**
* 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
 |
|  **Power Outage** |  **Hazardous Spill** |
| * **Dial 860-832-2375 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
 | * **Call CCSU Public Safety Dispatch 860-832-2375 to report the spill**
* Evacuate the area and close the door to the space if possible
 |
|  **Active Shooter or Shelter in Place** |  **Bomb Threat** |
| * **Dial 911**
* Run
* Hide in a location where you can’t be seen
* Fight as a last resort
 | * **Dial 911 to report the incident**
* Remain calm and get as much information as possible
* Evacuate the area
 |
|  **Sexual Assault** |  **Suspicious Package** |
| * **Dial 911 for emergency services & police**
* **Call Office for Equity & Inclusion 860-832-1652 for campus support services and reporting options**
* **Call Office for Victim Advocacy 860-832-3796**
* Consider seeking medical attention
* Know there are people on campus ready to assist you
 | * **Do not use radio or cell phone within 100 feet of the package**
* Dial 860-832-2375 to report the package
* Do not touch or disturb the package
 |
| **Gas Odor** |
| * **Evacuate the area**
* **Do not pull fire alarm**
* Call Facilities at 860-832-2301
 |

**SEE SOMETHING? SAY SOMETHING.**

**Download  from the App Store or Google Play for emergency resources including AED locations.**