

**EMERGENCY
ACTION/RESPONSE
PLAN**

**CT STATE
COMMUNITY COLLEGE**

NORTHWESTERN



CT STATE COMMUNITY COLLEGE—Northwestern CAMPUS

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PREFACE

The procedures, directions and guidance contained within the Emergency Response Plan apply to all staff, faculty, students, and visitors at properties owned, leased, or operated by Connecticut State Community College (CT State). The basic procedures outlined in this Plan are intended to enhance the protection of life and property through effective use of campus and outside agency resources and employing contemporary industry standards.

This Emergency Response Plan has been designed to prepare members of CT State's Northwestern Campus for potential emergency situations. No Plan or guide can provide direction for every conceivable emergency scenario. However, this Plan does offer basic guidelines necessary to cope with most emergencies with a potential to occur on our campus.

CT State Northwestern—Campus employees (staff, faculty), students and visitors are expected to follow the suggested guidelines in this Plan, while administrators, whose authority and responsibilities are found in this plan, are expected to consider the contents of these pages as policy and procedures of the campus.

Any exception to the emergency response management procedures will be with the approval of those CT State—Northwestern Campus administrators actually directing or coordinating the emergency operations and in accordance with the Connecticut General Statutes, and until/unless relieved by emergency responder agencies with an overriding statutory authority.

GENERAL INSTRUCTIONS

For All Staff, Faculty and Students in the Event of an Emergency

- ◆ Respond as directed by alarm system or direction from persons who are in control.
- ◆ Do not question whether an alarm or warning is false or actual, simply evacuate.
- ◆ Comply with instructions provided by first responders or first responder-designees.
- ◆ Behavior is contagious, so remain calm. Do not shout during any emergency. Panic may injure more persons than the actual nature of emergency.
- ◆ ***Be familiar...*** with the evacuation plan diagrams wherever you are on campus. Be familiar with all exits from the room, lab, office, etc., you are located in. Be familiar with the location of the fire alarm system pull stations, blue light emergency call boxes and fire extinguishers. Be familiar with all gas and air circulation shut-off outlet locations in laboratories.
- ◆ Be aware of any disabled or challenged persons within your area. Think ahead and discuss these procedures with them *before* an incident occurs.
- ◆ Do not utilize the phone system—***except*** to sound the alarm, report casualties, or to report the location of a disabled or challenged person needing help with evacuation.
- ◆ Do not use the elevators.
- ◆ The fire alarm system is monitored by Northwestern's Campus Operations Office and the Winsted Fire Department.
- ◆ When evacuating Northwestern's campus building, you should continue moving away from the building until you have walked across one of the streets and moved onto a different city block than the building sits on. Generally speaking, for most potential emergencies, you are at a relatively safe distance when you can view the entire campus building from across the street and about a half block away.

Emergencies can rapidly evolve and change. As such, you should exercise best judgment and always make decisions guided by an abundance of caution and safety.

INTRODUCTION

The Northwestern's Campus of CT State has the potential to be threatened by emergency and disaster situations of all types; natural and man-made. Natural weather phenomena such as hurricanes, tornados and flooding can pose a threat, as can man-made emergencies, such as hazmat accidents, civil disorder, criminal incidents, and terrorist threats/incidents.

The purpose of this Emergency Action / Response Plan is to offer guidance and structure for the response by Campus Safety Team members, as well as the Campus Cabinet and Administrative Leaders, staff, faculty, students, and visitors.

POLICY STATEMENTS

CT State and the Northwestern Campus is committed to the safety, security and welfare of its staff, faculty, students, and visitors.

All members of the campus community are expected to: 1) follow the policies and procedures of the College in the event of an emergency, and 2) to act in accordance with instructions given by the emergency responders and the Campus CEO/President and/or their designees.

The Campus will conduct regular planning and training to minimize the risk of personal injury and property loss from critical incidents; It will cooperate and assure compliance with local, state, and federal agencies and directives related to disaster preparedness, response, and control; and it will take necessary and prudent steps to assure continuity of operations and the expeditious restoration of normal activities as quickly as practicable following an emergency or disaster.

AUTHORITY

This Emergency Action / Response Plan for CT State's Northwestern's Campus is intended to provide a framework and structure for the response and directing of resources, in the event of a critical incident affecting the Campus. It is impossible for this Plan to be totally inclusive of all potential events and their complexities, which might affect the Campus, but is designed for those events readily foreseeable. Emergencies affecting the Campus may be sudden, unforeseen, rapidly evolving and/or unpredictable, or there may be periods of warning.

The Plan is offered under the authority of CT State Community College's Chief of Police/Director of Public Safety, and administered under the commanding officer, supervisor, or officer in charge with the Campus Police/Public Safety during a given incident.

All proposed amendments to the Plan must be submitted in writing to the Chief of Police/Director of Public Safety.

CT State's Chief of Police/Director of Public Safety is vested with the authority to proactively and responsively promulgate policies and procedures directly affecting the safety and security of all CT State campuses and properties.

Due to the uniqueness of each CT State campus, certain campus specific procedures and guidelines may be enacted in collaboration between the Chief of Police/Director of Public Safety and Campus Safety Team Leaders or the Campus Cabinet/Administration.

DEFINITIONS

Campus Safety Team: The Campus Safety Team is comprised of sworn Police Officers, nonsworn Building and Grounds Patrol Officers, and any other contracted or civilian staff, employed by the CT State Community College Police/Public Safety Department, and responsible for maintaining the quality of life on campus, protecting lives and property, and providing myriad other services to ensure a peaceful and safe learning/work environment.

Active Shooter/Active Aggressor: An individual actively engaged in killing or attempting to kill people in a confined and populated area.

Run-Hide-Fight: In an active shooter/active aggressor incident you should:

1. **Run**. If possible, attempt to evacuate the premises.
2. **Hide**. If evacuation is not possible, find a place to hide silently where the active shooter is less likely to find you, and preferably where you can lock the shooter/aggressor out!
3. **Fight!** As a last resort, attempt to disrupt and/or incapacitate the active shooter/aggressor by acting as aggressively as possible against him/her. Remember, you are fighting for your life! Throw items, use improvised weapons, and yell loudly. It cannot be overstated. You must commit to your actions because you are fighting for your life!

Emergency: An incident with a sudden onset requiring immediate intervention by first responders.

Critical Incident: A situation with the potential to result in serious personal injury, loss of life, significant disruptions to regular activities, major property or environmental damage/loss, or threat to the financial standing or public image of the College. Some examples of incidents that may be designated as a critical incident, could include (but are not limited to) fire, explosion, hazardous substance spill, significant damage to college property, an incident resulting in or with the potential for fatality or major injuries, a natural disaster, or any other unplanned event which disrupts the College's regular operations.

Shelter in Place: The use of a structure to temporarily separate individuals from a hazard or threat. Typically, a person shelters in place within a building from potential outside threats, or shelters within locked interior rooms to avoid potential threats within the same building. Finding a safe location indoors and staying there until given an "all clear" or told to evacuate.

Emergency Evacuation: Emergency evacuation is the urgent, immediate egress or escape of people away from an area that contains a potential imminent threat, an ongoing threat, or a hazard to lives or property.

Bomb Threat: A claim that an explosive/incendiary device has been, or will be, used with the intent to inflict harm to people and/or property, or the discovery of a suspicious package/item having the potential to be an explosive/incendiary device.

Hazardous Material: A hazardous material is any item or agent (biological, chemical, radiological, and/or physical) that has the ability to cause harm to humans, animals, or the environment. This could be as a result of the material by itself or interaction with other materials.

Interagency Memorandum of Understanding (MOU): A signed document/agreement between two or more entities (typically involving state or local governmental agencies) detailing mutual aid policies and/or procedures for a given type of emergency/critical incident, and where there may be concurrent, overlapping, or adjacent/neighboring jurisdiction between the entities.

Co-Operative Emergency Plan: A plan/agreement between two or more entities detailing policies and/or procedures to activate and follow in the event of a particular given type of emergency/critical incident. In the case of the Northwestern Campus, this would include the Co-Operative Emergency Plan shared with CT State Police, Troop B, 463 Ashley Falls Rd, Canaan, CT 06018. (860) 626.1820 as well as the Town of Winchester Police Department, 338 Main Street, Winsted, CT 06098 (860) 379.2721.

ACTIVE SHOOTER/ACTIVE AGGRESSOR

U.S. government agencies—including the White House, U.S. Department of Justice/Federal Bureau of Investigation, U.S. Department of Education, and U.S. Department of Homeland Security/Federal Emergency Management Agency—define an active shooter as “an individual actively engaged in killing or attempting to kill people in a confined and populated area.”

In an active shooter situation, the U.S. Department of Homeland Security recommends the following:

- Be aware of your surroundings and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 9-1-1 when it is safe to do so.

“**Run,**” “**Hide,**” and “**Fight**” are the actions that both the Federal Bureau of Investigation and U.S. Department of Homeland Security recommend in an active shooter situation.

NOTE: In some areas of the United States, “**Avoid,**” “**Deny,**” and “**Defend**” are being used either synonymously, or in place of “**Run,**” “**Hide,**” and “**Fight.**” The general principles are similar, whereby you **avoid** the active shooter/active aggressor by escaping if possible. When you cannot, you shelter silently somewhere the shooter/aggressor may not find you and you lock/fortify that area to **deny** access. When left with no other choice, as a last resort, you **defend** yourself and your safe space in any means necessary.

“**Run,**” “**Hide,**” and “**Fight**”—Each action is explained in further detail below:

Run—If possible, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.

- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible when engaging with law enforcement.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 9-1-1 when you are safe.

Hide—If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- Can prevent an active shooter from entering. (You should be able to lock the door).
- Blockade the door with heavy furniture.
- Dial 9-1-1, if possible, to alert police to the active shooter’s location. If you cannot speak, leave the line open and allow the dispatcher to listen.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (radios, televisions).
- Hide behind large items (cabinets, desks).
- Remain quiet.
- If evacuation and hiding are not possible, remain calm.

Fight—As a last resort, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.



If there is more than one Active Shooter and/or if the Active Shooter has other weapons in addition to a gun, the Run, Hide, and Fight method still applies. Apply the most appropriate method for the situation. More information about Active Shooter Preparedness may be found at: <https://www.dhs.gov/active-shooter-preparedness>.

Remaining silent in an active shooter situation is of critical importance. One way to accomplish this is to shut off your cell phone or put it on mute. As turning off or muting your cell phone varies slightly by manufacturer, you should take a moment to familiarize yourself with this process and then practice so that it can be done quickly.

Try to memorize at least one or two phone numbers of family members or loved ones in case your cell phone is lost or damaged. In addition, establish a family communications plan.

The phrase, *“If you see something, say something,”* is used throughout the nation. The U.S. Department of Homeland Security defines suspicious behavior as any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

Unusual Items or Situations: A vehicle is parked in an odd location, luggage or a package is left unattended, a window/door that is usually closed is open, or some other out-of-the-ordinary situation occurs.

Eliciting Information: A person questions individuals at a level beyond idle curiosity about a building’s purpose, operations, security procedures and/or personnel, shift changes, etc.

Observation/Surveillance: Someone pays unusual attention to facilities or buildings, beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.

When visiting a new place, make sure to take note of at least two emergency exits nearby in case of an Active Shooter. It is extremely important to try and run from the shooter, if possible, before hiding or fighting. If you are forced to hide, make sure you draw all the blinds, turn off the lights, and remain extremely quiet.

After an Active Shooter incident, it is important to interact appropriately with law enforcement. A few recommendations include:

- Keep your hands visible and empty as you interact with them.
- Allow law enforcement to end the incident, which might entail their walking past wounded people along the way.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself before helping any wounded individuals.
- While waiting for Emergency Medical Services, provide first aid—apply direct pressure to bleeding areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and make sure they are warm.
- Consider seeking a mental health provider to help yourself and your loved ones process the trauma of this event.

EMERGENCY NOTIFICATIONS

Everbridge Alert System—Campus Wide Emergency Notifications

The Northwestern's Campus of CT State maintains an extensive array of policies, procedures, and notification processes in the event of an emergency. These procedures are intended to be far reaching to the campus and surrounding community, contacting as many people as possible in a short time. Included are procedures for immediate notification of Police, Fire and Emergency Services. All campus emergency procedures are compiled and published on the campus website in this comprehensive set of documents entitled "Emergency Action/Response Plan." The Plan includes internal and external notification policies, including specific information on evacuation procedures, bomb threat procedures, and campus shelter in place and lockdown procedures. The Associate Dean of Campus Operations performs annual training in each of these procedures. Training may include formal training at the Connecticut Police Academy, internal training conducted by qualified department members and campus staff, and various drills including unannounced fire evacuation drills and shelter-in-place/lockdown/active shooter/active aggressor drills.

The Office of Campus Operations may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Campus Operations Office, or upon discovery during patrol, or other assignments. The campus community should report emergencies by calling 9-1-1 first and then by contacting the Associate Dean of Campus Operations, 860-738-6409 (dial 86409 from any campus phone) during daytime business hours or dial 860-309-1914 for evening security.

Timely Warnings—Everbridge Alert System

The A issues timely warnings when an issue poses a potential risk of loss or harm, so the community may take steps to protect themselves and aid in prevention of similar crimes. Timely warnings are issued as soon as practicable, in a manner that reaches the entire campus community once information becomes available. Readiness tests of the Everbridge Alert System are conducted monthly.

Once first responders confirm an emergency or dangerous situation poses an immediate threat to the health/safety to any segment of the campus community, communications officers/first responders the Associate Dean of Campus Operations, or other authorized campus official to issue an Everbridge Alert emergency notification. The Commanding Officer for the campus and Chief of Police (or his/her designee), will also be notified.

A determination will also be made if mutual aid assistance from off campus first responders is necessary. Off campus first responders will be notified directly by the Office of Campus Operations.

Other campus departments may also be notified, including the President/CEO, The Campus Dean of Students and Faculty, or other members of the Campus/College's Senior Administration. Administrators may be called upon to assist in the formulation and immediate initiation of all/portions of the College's emergency notification system process.

Activation of the Everbridge Alert System

If in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency, the Campus/College may elect to delay issuing an emergency notification. As soon as the compromising condition is no longer present, the Campus/College will issue the emergency notification to the campus community or applicable segment of the community.

Once on scene of a critical incident or dangerous situation posing immediate threat to the health/safety of the campus community, first responders may assist those preparing the emergency notification. If the emergency affects a specific portion of the campus the emergency message may be tailored to provide detailed instructions for that area. Depending on the specific nature and location of the emergency situation, segments of the campus population may or may not receive an emergency notification or identical emergency information in an Everbridge Alert notification. The Office of Campus Operations will determine the appropriate messaging and dissemination parameters and will inform local off campus emergency responders of any emergency situation that could affect the greater community.

Notification of Campus Visitors in the Event of an Emergency

In the event of an emergency necessitating the activation of a timely warning to the campus community, visitors to the Northwestern Campus will be notified using the Informacast System, which broadcasts live messages via every campus telephone speaker and the many wall/ceiling-mounted speakers located on every floor throughout the campus.

CT State's Northwestern Campus uses the Everbridge Alert System as its primary emergency notification system to immediately advise staff, faculty, and students when it is determined that there is a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus." The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information shall be disseminated to the community via the communication mediums stated below.

Everbridge Alert, electronic mail, Informacast System (telephone paging, building loudspeakers (PA), personal notification, local radio and TV stations, TV message monitors or other methods deemed necessary may be used in the information dissemination process.

FIRE ALARM AND SUPPRESSION SYSTEM NOTIFICATIONS

The Campus maintains an extensive array of fire prevention and alarm devices, including sprinklers, portable extinguishers, alarms, and warning systems. A loud horn, strobe lights flash, and an audio/verbal fire warning announcement sounds on each floor when an alarm is active. The Campus performs a minimum of one (1) fire drill each semester, unless otherwise activated.

Immediately upon an actual, spontaneous, fire alarm activation on the Northwestern Campus, Campus Operations personnel will call the Winsted Fire Department to:

- To ensure the alarm was received by the local Fire Department Call Center/Dispatch, and
- To ensure local Fire Department personnel are responding to the alarm activation.

Coordination between Campus Operations staff and designated/trained Floor Captains will commence to begin evacuations as required.

BLUE LIGHT EMERGENCY CALL BOXES

Two (2) emergency intercoms are currently located at the CT State Northwestern Campus in the Joyner Health Center parking lot, positioned under blue lights. Each intercom connects immediately and directly to 9-1-1. A 9-1-1 dispatcher will answer and respond at once to any emergency.

BOMB THREAT AND SEARCH POLICY

PURPOSE: To provide the college with a protocol for dealing with threatened bombings to include initial response, deployment, search, evacuation, and the assistance of specialized units from outside agencies.

POLICY: It is the policy that Northwestern Campus Police/Public Safety will respond to all bomb threats or emergencies, which will be investigated systematically and in a manner that gives primary consideration to the protection of human life. Although statistically a high number of bomb threats are ultimately determined to be hoaxes, they all present particularly serious response requirements for officers and should be handled accordingly.

DEFINITIONS:

Bomb Threat: A bomb threat condition exists when an explosive device has been reported or is suspected to be on the college campus or adjacent buildings or grounds.

Bomb Emergency: A bomb emergency exists when a suspected or actual explosive or incendiary device has been located or detonated.

PROCEDURES: The following procedure is to be followed by all staff, faculty, students, and members of the Campus Safety Team.

Upon receipt of a bomb threat or complaint from an individual who has received a bomb threat, gather as much information as possible. This includes, but is not limited to:

- Any information which will assist in identifying the caller or where the caller is telephoning from.
- The type, size, description, and location of the device.
- What will make it detonate and when will that occur.
- The motive for placement of the device.
- Description of the person delivering the device.

9-1-1 should be called immediately. The Associate Dean of Campus will call State Police at 8-860-626-1840. The Associate Dean of Campus Operations will then notify the local Police/Fire Departments of the threat by calling local police 8-860-379-2721. The Communications Officer will stay on the phone with the local emergency services until they arrive to ensure current and factual relay of information.

Responding officers shall discontinue the use of all electronic communications devices such as radios, cellular telephones one floor above and below the device's reported/suspected location.

The Chief of Police/Director of Public Safety, Campus CEO/President, and Associate Dean of Campus Operations (ADCO) will all be notified and briefed as soon as possible. The President will make a decision on evacuation of the building. The Associate Dean of Campus Operations and the Campus Safety Team's Commanding Officer/Supervisor will then respond to the front of the building to await the arrival of the Fire Department. If the building is to be evacuated, the standard evacuation plan is to be followed. The announcement to evacuate will be broadcast via the Informacast System. The fire alarm shall **not** be activated. Campus Safety Team members, with the assistance of Floor Captains, will assist all special needs persons, and ensure an orderly and complete evacuation has been made.

If the decision is made not to evacuate, the building shall be systematically searched by the Associate Dean of Campus Operations and Facilities personnel. This will be performed with the assistance of the Police/Fire Officers on scene.

In the absence of the Associate Dean of Campus Operations and/or Campus CEO/President, the decision to evacuate will be made by the ranking member of the Campus Safety Team on scene.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

• Where is the bomb located? (building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long Distance

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Other Information:

Letter and Parcel Bomb Recognition Points

- Use of foreign mail, air mail, special delivery
- Restrictive address: "Personal" "Confidential"
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles, or Use of titles instead of names
- Misspelling of commonly used words
- Oil stained or discolored packaging, or aged wrapping or packaging material
- No return address
- Excessively heavy packages or letters
- Rigid envelopes
- Lopsided or uneven envelopes or packages
- Protruding wires or metal foil
- Excessive use of packaging materials, i.e., string, paper, wire, masking tape, etc.
- Visual distractions
- Powder, debris, or liquid emanating/seeping from package

Although no single recognition point may indicate a possible explosive letter or parcel, multiple recognition points may further increase suspicion. Items from unfamiliar persons, vendors, etc. may raise initial suspicions about a letter or parcel.

Handling of Suspicious Packages or Envelopes:

- If the package or envelope appears suspicious, do not touch it. Leave it alone and immediately call 911.
- Do not sniff, touch, taste, or look closely at it or any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional guidance for exposed or potentially exposed persons.
- If possible, create a list of people who were in the room or area when this suspicious letter or package was recognized and a list of people who also may have handled this package or letter. Give this list to both the health authorities and law enforcement officials.

CIVIL DISTURBANCE

PURPOSE: This policy establishes the procedures to be followed by the faculty, staff, and students in the event of a civil disturbance. Implementation of these procedures whenever necessary should minimize loss of life, injury, and disruption of scheduled activities.

PRIORITIES: Most campus demonstrations are peaceful. In the event conditions exist to activate the Civil Disturbance plan, the Campus Safety Team under the direction of the Chief of Police/Director of Public Safety, in coordination with the Associate Dean of Campus Operations, will work with surrounding law enforcement agencies to bring the disturbance under control.

Faculty and staff are expected to assist in assuring student safety.

EXPECTATIONS FOR FACULTY, STAFF, AND STUDENTS: In the event of a demonstration, those not involved should try to carry on business as usual and not provoke or obstruct the demonstrators. Should a disturbance occur, the Associate Dean of Campus Operations should be notified immediately at 860-738-6409 during daytime business hours (or by dialing 86409 from ANY campus phone) or dial 860-309-1914 for evening security.

COMMUNICATIONS: The Campus Safety Team at the Northwestern Campus will communicate with the campus community by any/all of the modalities listed in the plans for Campus Alerts, as deemed appropriate for the given circumstances.

AUTHORITY, RESPONSIBILITY AND CONTROL: Emergency responders will have total control of the scene. If the situation dictates, the Incident Command System (ICS) will be used as directed by the National Incident Management System (NIMS).

EMERGENCY AND TRAINING PLANS: If a disturbance occurs and seems to threaten the occupants of an area or facility, report it immediately to Campus Safety and do the following:

- Alert all people in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If evacuation is necessary, follow the Building/Campus Evacuation Plan.

If you are near the civil unrest, leave the area immediately. By remaining in the area, you may be subjecting yourself to serious injury or death.

EMERGENCY RESPONSE

CT State's Campus Police/Public Safety Department utilizes the nationally utilized Incident Command System (ICS) and National Incident Management System (NIMS) for the initial response and containment of rapidly evolving critical incidents that may occur on campus. The College's Chief of Police/Director of Public Safety, College Cabinet, and respective Campus Cabinet Administrators are responsible for the overall direction and planning for potential or emergency situations on campus, or those that occur in the local or regional area affecting a campus, in coordination with any/all federal, state, and local agencies deemed appropriate. Under the direction of those mentioned, the College/Campus has a comprehensive, all hazards Critical Incident

Management Plan and Continuity of Operations Plan that outlines steps the College/Campus will take to prevent and mitigate, prepare for, respond to, and recover from, a full range of potential hazards the College/Campus may face.

The College/Campus has a Critical Incident Plan/Emergency Action/Response Plan that is reviewed and updated annually. It is policy to make every reasonable effort to immediately notify the campus community of any incident on-campus or the adjacent surrounding area where there is the immediate potential hazard to the health and safety of campus students, faculty, staff, and visitors.

In the event of a weather-related emergency, evacuation may not be required. Instead, a recommendation may be made to take shelter in a designated area of the building where you are located to await further instructions. Severe weather closings and building evacuations will be evaluated based on the type of emergency, the imminence of the danger and recommendations from the appropriate State authorities.

EVACUATION PROCEDURES

CT State's Northwestern Campus is prepared for emergencies when an unforeseen situation threatens our campus community. Some emergencies may disrupt or halt campus operations or cause physical or environmental damage.

In the event of an emergency that requires the evacuation of a specific area of the building or the entire campus, announcements will be made using the Everbridge Emergency Alert Notification System and/or one of the other alarm/warning/public address (PA) systems, with important information about the situation affecting the campus, and if an evacuation is necessary. You may be directed to another campus location or asked to leave campus completely and relocate yourself to a safe designated area. When evacuations of the greater community around the College campus become necessary, local officials provide information to the public through the media.

If a campus evacuation is required, please consider the following important factors beforehand:

- Remain calm, take the stairs, and keep moving toward an exit.
- Follow instructions.
- Do not take unnecessary risks. If you come across a coworker or student who needs help, call Police/Public Safety, or locate a Floor Captain (will be wearing a fluorescent vest and will have a Police/Public Safety radio).
- A few other considerations: Plan ahead to where you might need to go if an evacuation is necessary, so you are safely away from the campus? Take outer clothing (sweaters, coats, jackets, umbrellas, etc.) based on the weather. Take necessary personal items (wallet, house/car keys, cellular phones, etc.), in the event you are not re-admitted access to the campus.

Orientation and Training on Evacuation Procedures

The Associate Dean of Campus Operations participates in Campus student orientations held before fall and spring semesters, and provides information regarding campus safety and security systems, policies, and emergency procedures. Formal and informal security sessions have been implemented for campus employees and students.

Periodically the Police/Public Safety Department publishes tips to encourage safety awareness on campus. These tips are placed on bulletin boards throughout the college, on television monitors, and distributed by email to all students, faculty, and staff.

BUILDING EVACUATION

Building evacuations will occur when an alarm sounds and/or upon notification by Campus Police/Public Safety.

When the building evacuation alarm sounds, leave by the nearest marked exit and alert others to do the same.

- Assist individuals with disabilities if you can.
- Direct individuals who cannot leave the building to a Floor Captain, who in turn can direct them to an area of refuge or can remain with them until Police/Public Safety personnel can respond.
- Notify First Responders of the location of anyone left in the building.
- Absent the presence of a Floor Captain or Police/Campus Public Safety personnel, individuals with disabilities should use 9-1-1 to report their location in an actual emergency (not an evacuation drill).
- Go to designated areas as directed by Campus personnel.
- **Do not return to the building** until authorized by Police/Public Safety with an "ALL CLEAR."

Evacuation of all or part of the campus grounds will be announced by the Campus Police/Public Safety Department. When an evacuation is called for, all persons (students, staff, faculty, and visitors) are to immediately vacate the designated area in question or entire campus and relocate to a safe off-site/off-campus area as directed.

BUILDING	ASSEMBLY POINT
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.

HAZARDOUS MATERIALS (HAZMAT) PROCEDURE

PURPOSE: To establish procedural guidelines to govern the proper and safe response and control of emergency situations involving suspected hazardous materials.

POLICY: The Northwestern Campus of CT State maintains small quantities of hazardous materials located on campus (Arts and Science Building, Founders Hall, Founders Annex, Learning Resource Center, Greenwoods Hall and Joyner Health and Science Center). The science laboratories, nursing labs, and other academic centers using chemicals are the anticipated primary locations for spills and accidents. Other areas of concern include Facilities Maintenance areas and wherever outside vendors may be performing work on campus. It is policy that the Campus Safety Team will act as the initial responder, and then to assist local, state, or federal authorities in the investigation of incidents involving hazardous materials, by participating in an incident-based command operation.

Hazardous Materials Incident: Any discharge of chemical substance to the environment, or exposure to a person. This includes, but is not limited to, the following:

- Discharge of oil or chemicals to the grounds of the college.
- Volatile or gaseous release of vapors.
- Fires or explosions involving hazardous materials.

PROCEDURES: The Associate Dean of Campus Operations shall immediately notify the CT State Police, the Chief of Police/Director of Public Safety, the President/CEO as well as the Campus Dean of Students and Faculty. The Associate Dean of Campus Operations will respond and assess the situation. The Winsted Fire Department will be notified if deemed an actual Haz-Mat incident, and the supervisor will initiate a full or partial evacuation of the building, depending on the circumstances. The Associate Dean of Campus Operations will stay on the phone with Winsted authorities and advise on the following:

- Exact location of the incident.
- Number and extent of injuries.
- Nature of the incident.

The Northwestern Campus will maintain a full copy of "Material Data Safety Sheets" for all hazardous materials on campus and it will remain readily available at all times to Campus Safety Team members and Facilities Maintenance Team members, to assist the first outside emergency responders. This set of material data safety sheets is in addition to the set already on file in the chemistry/biology labs.

A Campus Safety Team member will be assigned to stand by in front of the building to provide information and assist the first responding emergency units.

DOCUMENTATION: At the conclusion of the incident, a detailed Campus Operations incident report will be completed and forwarded through the chain of command to the Campus Commanding Officer, Chief of Police/Director of Public Safety, and to the Campus CEO/President.

The report will also be forwarded to the applicable proper local and state authorities, including the Department of Environmental Protection, OSHA, etc. In a timely manner the incident will be debriefed and re-examined to determine how to avoid, provide better response, or mitigate damage if such incident should happen again.

In every instance that involves any personal injury or presents any future threat to the Campus Community, notification will be sent to inform the campus about the status of the incident. Notification will be sent in a timely manner by way of campus electronic message board or email. This notification may be strictly for

informational purposes, or it may contain important instructions for personal safety, used as refresher training on policies and procedures, and the like.

GENERAL GUIDELINES IN THE EVENT OF A LABORATORY SPILL:

- Stay calm.
- Instructors will evacuate the room of students at once.
- Instructors will familiarize themselves with the location and use of Personal Protection Equipment and emergency lab procedures.
- Do not try to fight any but the smallest of fires yourself.
- Immediately evacuate and alert authorities of the nature of the incident.
- Immediately notify the authorities of injuries.
- Notify authorities of the nature of spill.
- Do not hesitate to call public safety directly on the call boxes located near all elevators under the blue lights.
- In a larger fire, or explosion—PULL THE ALARM!

LOCKDOWN—[NON-FIRE] EMERGENCY PROCEDURE

The term “Lockdown” is defined as an emergency course of action or protocol, ordered by a College official with command authority, due to an immediate, hostile threat by one or more people, or to contain a problem or incident at its location of origin, by controlling the movement of people. The purpose of a lockdown is to create a secure physical location where a threat may be physically prevented from entering spaces, and to facilitate law enforcement intervention/activity. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, classroom, or office suite.

The goals are to defend the safety of the space, deny entry to the space, delay entry to the space, and deter a suspect who is intent on entering to do harm to others.

A lockdown may be issued as a result of any extraordinary event that will or has the potential to jeopardize the campus community. The major reasons for initiating a lockdown include:

- Facilitate a speedy police or emergency services response.
- Contain and neutralize an imminent or ongoing threat to the campus community.
- Prevent additional casualties.
- Minimize injury or loss of life.

PURPOSE: To establish protocol for an orderly and safe procedure in the event of a critical incident that requires an emergency "Lockdown" of the College/Campus.

POLICY: The Associate Dean of Campus Operations will evaluate the situation and take immediate action to protect life and property. Notifications to the Chief of Police/Director of Public Safety and other administrative leaders of the Campus will follow as soon as practicable and in accordance with the Alerts Plans/Policies.

PROCEDURES: Immediately upon receipt of information that an incident that may pose a risk to the Northwestern Campus Community, local police should be contacted by calling 9-1-1.

If it is determined that a Lockdown is required, the Campus Safety Team member assigned to the campus lobby area will lock all lobby entrance/exit doors and take a stationary post near the lobby.

The supervisor on duty will then make a determination as to the quickest and safest manner of Lockdown notification to persons still in the affected College building and/or Campus area and make a timely notification as soon as practicable following the appropriate and applicable Alerts/Notifications Plans.

On the **Northwestern Campus**, evacuees follow the normal evacuation procedures in this case.

BUILDING	ASSEMBLY POINT
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.

****IMPORTANT**—Listen carefully to the directions given by Campus Safety staff and first responders.

PHYSICALLY CHALLENGED PERSONS: Follow the normal procedure by reporting to the designated area.

In the event of an actual emergency lockdown, all persons will:

- Stay exactly where they are at the moment notification of a lockdown is received.
- Close and lock all doors from the inside.
- Lock windows, close all blinds, shades.
- Turn off all lights in the room.
- Call 9-1-1 to give location, then turn all cell-phone volume down or to vibrate mode.
- Fold a belt or other object under the door as an additional doorstop.
- Lay flat on the floor, under a desk if possible.
- Lay down in a place not in a direct line of sight from a window or door.
- Stay very quiet.
- Under no circumstance is a door to be opened.
- Stay on the floor until uniformed emergency personnel arrive.

****Once you have exited the building, please move to a safe location away from the building and emergency responders and vehicles.**

****Command of the scene is to be turned over at once to the local Police, Connecticut State Police or local Fire Department Commander, as appropriate, upon their arrival.**

MUTUAL AID

Northwestern Connecticut Community College does not have campus police. Connecticut State Police have jurisdiction over NCCC as a state property; however, the Winsted police are normally first responders whenever incidents occur on campus.

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.

The Associate Dean of Campus Operations is responsible for campus security. Night-time Security is provided Monday through Thursday from 6 p.m. to 10 p.m. by the Connecticut State Troopers during both the Fall and Spring semesters.

Connecticut State Police: Northwestern's Campus Safety Team also maintains an excellent working relationship with Connecticut State Police (Troop B) in Canaan. Both the Winsted Police and Connecticut State Police take part in all scheduled lockdown drills conducted on campus.

Winsted Police: The Winsted Police Department headquarters is located at 338 Main Street, Winsted, CT. 06098. Northwestern's Campus Safety Team has an excellent working relationship with the Winsted Police Department and stays in routine contact over matters of activity and events happening in and around the campus.

Memorandums of Understanding: The Office of the Chief of Police/Director of Public Safety for the CT State Community College Police/Public Safety Department maintains mutual aid agreements/memorandums of understanding with those agencies deemed appropriate. Further information may be obtained through that Office.

POLICE/PUBLIC SAFETY ESCORTS

The College's Campus Operations Office/Evening Security offers escorts on campus to students, staff, and guests, to and from their parked vehicles upon request. The evening service is available from the CT State Police from 6 pm to 10 pm, Monday through Thursday. During normal business hours, Campus Operations escorts are available by contacting the Information Center at 860-738-6300 (by dialing 86300 from any Campus phone). Please dial 860-309-1914 for evening security.

SHELTER IN PLACE

You may be asked to shelter in place if there is an emergency situation. Sheltering in place means remaining inside whatever securable area of the building you happen to be in at the time of an emergency. If you are outside, go immediately into an area or undamaged building offering refuge nearby, but far enough away from the main campus to remain a safe distance from it. Remain there until you receive official notification that the emergency situation is over with an "ALL CLEAR."

Officials are likely to instruct people to shelter in place if an explosion or chemical spill releases toxic dust, fumes, radiation, or chemicals outside, or if there is a sudden weather-related emergency posing a threat to the campus community, such as a tornado or hailstorm.

Generally speaking, a recommendation to shelter in place will be called when the immediate campus surroundings/environment are deemed safer than the potential hazards of traversing off-campus or outside areas.

TERRORISM/WEAPONS OF MASS DESTRUCTION

PURPOSE: The purpose of this plan is to establish the procedures to be followed by the faculty, staff, and students in the event of a terrorist attack using a weapon of mass destruction (WMD). Implementation of these procedures whenever necessary may help to minimize loss of life, injury, and disruption of scheduled activities.

PRIORITIES: A terrorist attack will likely come without warning. The best way to prepare for a terrorist attack or any emergency is to have an emergency plan in place.

EXPECTATIONS FOR STAFF, FACULTY AND STUDENTS: Working in partnership to protect faculty, staff, students, and the learning environment on our campus requires vigilance and the sharing of information. All members of the campus community must constantly remain vigilant.

If you see something, say something!

If you can, tell someone about your suspicions/concerns. And if you are the person to whom someone has reported a suspicion/concern, contact Campus Operations immediately! Delay in reporting critical information may affect the ability of the Associate Dean of Campus Operations to properly investigate and intervene.

COMMUNICATIONS: As immediately as practicable, timely alerts/notifications will be made to the Campus Community via appropriate emergency notification systems.

ON-SCENE COMMAND AND CONTROL: Emergency responders will assume command/total control of the scene. If the situation dictates, the Incident Command System (ICS) will be used as directed by the National Incident Management System.

The Commanding Officer or on duty (on scene) supervisor of the Campus Safety Team for the affected Campus, will maintain responsibility for command and control as the scene commander until/unless relieved by higher authority.

EMERGENCY/TRAINING PLANS: A terrorist attack will likely come without any advanced warning. The following guidelines are meant to enhance the chances of safety for staff, faculty, students, and visitors in the event of such an occurrence:

Preparation:

- Be alert and aware of your surroundings. Report anything suspicious.
- Be familiar with the Emergency Response Plans.
- Know the emergency exits of the campus buildings.
- Do not open mail which looks suspicious (e.g., excessive postage, unknown origin, overseas return address). (See “Bomb Threat Response Plan.”)

During the Incident:

- Never rush into a suspected WMD terrorist event. In the event of a release of a toxic agent, you probably will not know what agent has been released. Do not increase your likelihood of becoming a victim!
- Decrease your time of exposure; increase your distance and shielding from the suspected incident.
- If you are exposed to an agent, do not flee the scene; doing so may expose others.
- If an emergency responder directs you to do something, DO IT and only ask questions relevant to clarify you understand the directions you were given!

After the Incident:

- If you are the victim of a WMD terrorist incident, expect to undergo at least primary decontamination on scene. This will probably involve the hazmat unit of the fire department using water to wash you down in a prescribed, controlled, and deliberate manner.
- Do not leave a safe location and try to enter the scene/location to try and help affected individuals. You may become a victim yourself.
- Always report any suspicious activity to law enforcement, immediately.
- Remember, some victims may also be suspects. It may be necessary to shelter in place if a WMD or terrorist incident occurs, and in such cases, please follow the shelter-in-place plan.

INFORMATION AND DESCRIPTION OF TERRORIST THREATS:

Chemical Threats: A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

- Quickly try to define the area affected and seek "clean air."
- Stay upwind, uphill, and upstream from any suspected contaminated areas.
- Signs and symptoms of individuals who have been affected by chemical agents may include convulsions, difficulty breathing, loss of consciousness, nausea, vomiting, and severe coughing.
- Certain chemical agents will cause severe visible skin reactions, and irritation to the eyes and mucus membranes.
- Seek immediate medical assistance.

Biological Threats: Biological attacks are the deliberate release of germs or other biological substances that can cause illness or death.

- Biological agents are especially dangerous because they can be aerosolized and/or spread by natural convection or air currents. Ventilation systems in buildings or transportation facilities may actually become part of the dissemination system.
- Signs and symptoms of individuals who have been exposed to biological agents can vary greatly depending on the organism. Many signs and symptoms include flu-like symptoms such as nausea, vomiting, diarrhea, severe fever.
- These signs may be reported by health care officials at local hospitals.
- If you suspect your skin or clothing has come into contact with a potentially infectious substance, remove and bag your clothing. Wash yourself with soapy water immediately. Put on clean clothes and

seek medical assistance. Do not self-dispatch to a hospital or care facility because, in doing so, you may contaminate others who are not adequately protected.

Radiological Threats: Radiological attacks, commonly referred to as "dirty bombs", often use conventional explosives to spread radioactive materials over a targeted area. While an explosion will be obvious, the presence of potential radiation may not.

- If you hear an explosion and/or you are warned of a radiation release, cover your nose, and mouth and go inside to a place of shelter that has not been damaged.
- Close windows and doors; turn off air conditioners, heaters, or other ventilation systems.
- If you think you have been exposed to radiation, remove, and isolate contaminated clothing and wash your body as soon as possible.
- Stay where you are and check official news as it becomes available. Report your condition and location and wait for further instructions.

Nuclear Threats: A nuclear blast is an explosion which creates intense heat, a pressure wave and widespread radioactive material which can poison the air, water, and ground surfaces. To improve your chances of survival, you should:

- Take cover immediately to limit the amount of radioactivity absorbed.
- If you take shelter, go as far underground as possible.
- Decrease your time of exposure; increase your distance and shielding to reduce your risks.
- Use available information to assess the threat of radioactive exposure.

Explosive Threats:

- If there is an explosion, take shelter against anything sturdy, and when possible, something that will offer the most protection available.
- If the explosion is in the building, you are in, exit immediately without using the elevators and move to an area at a distance well away from the building.
- If you see smoke, crawl, or move low to the floor.
- Use a wet cloth or anything available to cover your mouth and nose.
- Never go back into a burning building.
- If you are trapped in debris from a collapsed building, avoid unnecessary movement so you don't kick up dust, or shift debris. Breathing in dust can be hazardous.
- If possible, use a flashlight or whistle to signal rescuers.
- Always assume that an explosion is releasing some dangerous material. As such, decrease your time of exposure; increase your distance and shielding to avoid any potential contamination.

WEATHER-RELATED EMERGENCIES

While most inclement weather is forecasted well in advance of it arriving, there remains potential for unexpected and rapidly evolving inclement weather cells with the ability to impact the Campus and Campus Community. Generally speaking, tornados and hailstorms present the biggest likelihood in this regard.

PURPOSE: The purpose of this policy is to provide guidance to staff, faculty, students, and visitors on campus in the event of a tornado or hailstorm warning, or actual occurrence of a tornado/hailstorm. This guidance is offered to minimize loss of life, injury, and disruption of scheduled activities.

PRIORITIES: A "Tornado Watch" means that tornados are possible due to climactic conditions. A "Tornado Warning" means that one or more tornados have actually been sighted somewhere within the affected warning area.

In the event conditions exist to activate the tornado response plan, the Campus Safety Team will work with College Campus Administration, Facilities Team, and other appropriate Campus departments to monitor frequent weather updates. Staff and faculty are expected to assist in assuring student and visitor safety when feasible.

EXPECTATIONS FOR STAFF, FACULTY, STUDENTS AND VISITORS: When the Campus becomes aware of a possible tornado, hailstorm, or impending tornado, or hailstorm, the campus community will be notified, and the Tornado Response Plan will be activated.

TIMELY ALERTS AND NOTIFICATIONS: As immediately as practicable, timely alerts/notifications will be made to the Campus Community via any/all appropriate systems. When the area is given the "ALL CLEAR" signal and confirmed by Campus Safety staff, this information will then be disseminated via a new alert/notification as soon as possible.

RESPONSIBILITY AND CONTROL: Emergency responders will have total control of the incident response under the Incident Command System.

The Campus CEO/President (or designee) will make post-storm Campus related decisions based on the resulting impact of the incident on the College Campus.

EMERGENCY AND TRAINING PLANS: If it is apparent that a tornado could impact the Northwestern Campus/Community and the Greater Winsted, Northwestern Campus officials will monitor conditions. The Weather-Related Emergencies Plan will be activated, and the Campus CEO/President will prepare to make campus related decisions.

Planning for impact of a tornado will commence based on the day of week, time, campus status and classes/activities scheduled and ongoing on campus.

If a tornado occurs, the following actions should be taken to ensure the safety of individuals on Campus.

- If you are indoors, and if time allows, move to the lowest floor possible. Move into an inside wall away from windows. Everyone must remain inside the building for maximum protection. If time allows,

close all doors to rooms. Assume a tuck position to protect your head and eyes and interlock your fingers behind your head.

- If you are outside and see a tornado, try to reach a building immediately.
- If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, or ravine away from power lines, buildings, and trees.
- If you are driving, do not remain in your vehicle. Get out of your vehicle and follow the instructions above.
- Do not attempt to outrun a tornado.

After a Tornado Passes,

- Check for injuries. Do not move a seriously injured person unless he/she is in immediate danger of further injuries/death if they remain where they are. If you need emergency assistance, call 9-1-1 first, and then call Northwestern's Office of Campus Operations at 860-738-6409 (outside phone) or 86409 from any campus phone.
- Be aware of any structural damage around you, and if necessary and safe, carefully leave the building in accordance with the Building/Campus Evacuation guidelines. The Facilities Team will assume responsibility for determining the structural integrity of any/all affected buildings and Campus infrastructure.

Always check for hazards moving about the campus following a severe storm. Look for:

- Fire or fire hazards.
- Damaged electrical wiring.
- Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off. Always assume downed lines are live/energized.
- Fallen objects in closets and cabinets. Displaced objects may fall when you open a door.
- Telephone. Make sure each phone is on its receiver. Telephones off the hook can tie up the telephone network.
- Notify the Campus Safety Team of any potentially harmful materials that may have spilled per the chemical spill protocols, so the appropriate response can be initiated.
- If you are instructed to evacuate, follow the "Campus Evacuation" plan.
- Remain in place and in your position of safety until "ALL CLEAR" is given, unless doing so may pose immediate danger. If there is no perceived immediate danger, remain in place for evacuation instructions or "ALL CLEAR."

You may visit any Campus website to check if the Campus is closed for any reason, weather related or otherwise. If there is a weather-related cancellation, late opening or early closing, the Campus will place a message in the following places:

On the Web:

CT State Northwestern: <https://www.nwcc.edu>

WFSB—Channel 3 (CBS), WVIT—Channel 30 (NBC), WTNH—Channel 8 (ABC), WTIC—Channel 61 (Fox)

Emergency Text Alert System:

You can sign up for text and voicemail alerts by logging into [myCTState](#) and clicking “myCTStateAlert.”

On the Radio:

WZBG-97.3

On Television:

WFSB–Channel 3 (CBS), WVIT–Channel 30 (NBC), WTNH-Channel 8 (ABC), WTIC-Channel 61 (Fox)

By Telephone:

CT State-Northwestern Snowline 860-738-6464

EMPLOYEES:

In case of inclement weather, employees should assume that they are expected to report to work as scheduled unless the CEO/President or his/her designee has announced that the Campus will be closed or that there will be a delayed opening; or unless the Governor has ordered non-essential state employees not to report to work, or to report to work late.

Employees should also assume that they are expected to remain at work until the end of their established workday unless an announcement of early closing is made.

Whenever the Campus is forced to cancel classes, it will be announced [at the above local radio and televisions stations](#). In the event that a storm begins during the day, and results in evening classes being canceled, that decision will be made by approximately 2 PM.

In case of delayed openings, the class schedule will pick up at the hour designated for opening, i.e., if school opens at 10 AM, the school day will begin with the 10 AM class. Evening classes are not automatically canceled when day classes are canceled.

Northwestern Campus staff, faculty and students will receive a campus-wide voicemail message regarding weather related closings or cancellations. You can sign up for text and voicemail alerts by logging into [myCTState](#) and clicking “myCTStateAlert.”

COMMUNITY POLICING PARTNERSHIPS

CT State Community College Police/Public Safety Department (Campus Safety) recognizes the importance of its relationship with the Campus Community, and equally so with the larger communities surrounding each CT State Campus. Each Campus and their surrounding neighborhoods are our community.

Community—Police/Public Safety partnerships are essential, and they are integral to ensuring the safety, security, and quality of life for our Campus Community. To this end, Campus Safety welcomes every opportunity to engage with the community in meaningful ways. We also welcome and encourage information and tips about criminal and other activity which may negatively impact the community.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the College Campus, CSCU System, or criminal justice system, you may still want to consider making a confidential report.

You may contact the Office of the Dean of Student Affairs, Office of the Associate Dean of Campus Operations, Counseling Office, or CARE Team (behavioral intervention) and tell them that you want to make a confidential report.

It is not necessary to identify yourself when either calling in or stopping by in person to report a crime or suspicious incident. However, if you do make a report and provide your information, all such information is kept strictly confidential.

CONFIDENTIAL REPORTING

Expectations and Counseling

There are two types of individuals who, although they have significant responsibility for student and campus activities on some campuses, are not considered Campus Security Authorities (CSA) under the Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). Confidential reporting is available with pastoral counselors and professional counselors, where available.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the Campus Community and who is functioning within the scope of his/her license or certification. This definition applies even to professional counselors who are not employees of the institution but may be under contract to provide counseling at the institution.

In most circumstances, these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. However, even individuals with legally recognized privileges of confidentiality acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

All College employees are mandated reporters of child abuse or neglect as defined by Connecticut General Statutes Section 17a-101(b) and must comply with Connecticut's mandated reporting laws, Connecticut General Statutes Sections 17a-101(a) to 17a-101(d).



STUDENT HANDBOOK

Academic Year
2023-2024

ctstate.edu

CT STATE
COMMUNITY COLLEGE

FACULTY HANDBOOK



FACULTY HANDBOOK

Academic Year
2023-2024

CT STATE
COMMUNITY COLLEGE

ctstate.edu

CONTACTS AND RESOURCES

The Office of the Associate Dean of Campus Operations	860-738-6409
The Office of the Campus Dean of Students/Faculty	860-738-6320
The Office of the President	860-738-6410
The Office of Human Resources	860-738-6325

COMMUNITY 24-HOURS EMERGENCY RESOURCES

Information Line (24 hours).....	2-1-1
Sexual Assault (CONNSACS) (24 hours)	888-999-5545
.....	888-568-8332 (Español)
Office of Victim Services.....	800-822-8428
Connecticut Coalition Against Domestic Violence	800-774-2900
.....	844-831-9200 (Español)

OTHER NUMBERS

All emergencies—Police/Fire/EMS.....	9-1-1
Winsted Police	860-379-2721
Connecticut State Police—Troop B (Canaan).....	860-626-1820
CT State Division of Emergency Management and Homeland Security	860-685-8531

EMERGENCY AND NON-EMERGENCY ON-CAMPUS ASSISTANCE

Northwestern—Associate Dean of Campus Operations.....	860-738-6409
Northwestern—Campus Veterans Oasis Center	860-906-5044

OTHER HELPFUL NUMBERS

AIDS National Hotline	800-232-4636
AIDS Program (State).....	860-509-7800
Mobile Crisis Intervention Unit (State).....	860-297-0999
Crisis Info-Line	800-203-1234
Crisis 24-Hour “Helpline”	860-524-1182
Cult Hotline.....	312-267-7777
Suicide Prevention—National Lifeline	800-273-TALK (8255)
Suicide and Crisis Lifeline (text or call).....	9-8-8
CT Sexual Assault Crisis Services-(toll free)	(English)888-999-5545.....(Spanish)888-568-8332

DISCRIMINATION

Commission on Human Rights and Opportunity..... 860-541-3459

DISABLED

Office of Protection and Advocacy for Handicapped and Developmentally Disabled Persons.... 860-297-4300

..... (toll free) 800-842-7303

CT STATE-Northwestern, Disabilities Counselor.....860-738-6318

WOMEN’S ISSUES

Hotline (24 hours)..... 888-999-5545

CT STATE-Northwestern-SART (Sexual Assault Resource Team)860-738-6315

Contact-Ruth Gonzalez- Goulet House Room 10, 56 Park Place, Winsted, CT 06098

Susan B. Anthony Project.....860-482-7133