



# CONNECTICUT COLLEGE

## **Emergency Procedures**

**Prepared by Campus Safety  
and Emergency Operations**

**In case of an Emergency dial 911  
or  
Campus Safety at 860-439-2222/2223**

# SEVERE WEATHER

Weather emergencies can pose serious threats to employees and students. Severe weather includes high winds, thunderstorms, lightning storms, hail, floods, tornadoes, hurricanes, winter storms, snow squalls, extreme heat or cold, and other weather systems that have the potential to create safety hazards or cause property damage.

## **Hurricanes**

Hurricanes have struck the region in the past with extremely high winds. If a hurricane is approaching New England, all department heads should monitor the storm via local radio, TV broadcasts, or the Internet. Directors of departments with response personnel shall pay particular attention to official forecasts from the National Hurricane Center/Tropical Prediction Center. These forecasts give projected storm paths as well as coastal city strike probabilities for a wide region.

### **Hurricane “Watch” Status:**

When the National Hurricane Center issues a hurricane “watch”, it means that hurricane force winds may threaten the watch area within 48 – 72 hours.

### **Hurricane “Warning” Status:**

If a hurricane “warning” is issued for our area, the President may decide to close the College. If so, classes will be canceled and offices closed until the danger is over.

A hurricane “warning” means hurricane conditions are likely within 24 hours. Often, the warnings are issued with only 18 to 20 hours of warning. When a “warning” is issued, all departments should finalize storm preparations. This includes securing any sensitive records and equipment, and taking all precautions to minimize potential damage. If the College is closed, information will be announced via the CCAAlert Notification System (Rave Emergency Notification), as well as the Colleges main information number.

- Senior Administrators and Department Heads shall ensure that all preparations are completed in a timely fashion, to allow all non-essential personnel time to go home and prepare for the storm.

- No students, faculty, or staff other than those specifically designated to work during the storm, or those who live on campus, and have no other place to go, are expected to be on campus when the campus is closed for a hurricane emergency.
- At the hurricane “warning” stage, Connecticut College administrators, together with the Incident Management Team, will make decisions on the possible need for on-campus shelters to open and essential personnel to work during the storm.

Other specific hurricane or flood precautions that may need to be taken:

- Departments with outdoor equipment shall secure all loose or fragile objects that may become a hazard in high winds.
- Departments with valuable records, computers, or scientific instrumentation should secure such items by covering with plastic, moving them away from windows, or by other means. Protect computers and vital electronics by unplugging, covering with plastic bags, and elevating them off the floor in case of flooding. Computer files should be backed-up and stored in a safe location.
- Facilities Management should ensure that emergency generators are operational.
- The Athletics Department should secure the waterfront. All boats, equipment, and any hazardous materials (gasoline), should be moved indoors inside the main athletic center building, or other appropriate location, as the storm surge may flood the entire waterfront area.
- Students will be instructed to remain inside their residence halls, or designated shelter areas.
- Dining Services will remain available to provide food service to non-evacuees and essential personnel, but precautions should be taken to avoid requiring students and employees to have to go out into the storm to get to a dining facility. If possible, Dining Services will prepare box meals to be distributed before the storm arrives.
- The Student Health Services shall be prepared to assist individuals who are injured or ill. If the storm occurs when the Student Health Services is closed, Campus Safety Officers shall be ready to provide immediate First Aid until the injured or ill can be evacuated to an appropriate health care facility.
- All non-essential personnel on campus shall be sent home.

## Thunder/Lightning Storms

- All members of the campus community should monitor the weather daily during the summer thunderstorm season, and to plan their work around any threatening weather conditions. Faculty, athletic coaches, and supervisors should be aware of their responsibility to advise employees and students who might be vulnerable to thunderstorms. Those persons should be warned to take cover when storms approach.
- Even if the skies are clear over campus, lightning can strike from as far away as 10 miles. When thunder is heard or lightning seen, immediately seek shelter in a fully enclosed building or car. Avoid water, metal objects, and open spaces. Note that golf carts, trees, tents, and boats are unsafe locations.
- If caught outdoors away from enclosed shelter, avoid contact with other people, remove all metal objects from your person, and crouch down with feet together and hands on knees.
- Avoid water, open windows, and electrical appliances. This includes landline telephones, as the wires can conduct electricity.

## Tornadoes

Like hurricanes, there are two awareness levels for potential tornados: “Watch” and “Warning.” If a tornado “watch” is issued for our area, it means that a tornado is “possible.” If a tornado “warning” is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar. When a “Tornado Warning” is issued, a CCAAlert will be sent, advising the campus to IMMEDIATELY seek shelter.

- The basement level of all campus buildings is the designated tornado shelter. If your building does not have a basement, go to small interior rooms at the lowest possible level, such as bathrooms, hallways, or closets on the first floor. Avoid hallways that open to the outside in any direction. Interior rooms and halls are the best locations in large buildings. Central stairwells are good, but elevators are not. (If the building loses power, you may be trapped in the elevator.)
- Buildings with large open interior spaces are dangerous, because long roof spans are susceptible to collapse. If time allows, evacuate auditoriums, gyms, and other large, open spaces, and quickly go to an appropriate shelter. If evacuation is not possible, seek shelter in the basement.
- Wherever you seek shelter, crouch down, and make as small a “target” as possible. If you have something to cover your head, do so, otherwise, use your hands. Stay away from glass walls and windows, no matter how small. Shelter in the middle of the room. Airborne debris tends to go towards corners.

## **Major Snow or Ice Events**

The Vice President for Administration Finance and Administration, Executive Director of Facilities Management and Campus Planning, in consultation with the Director of Campus Safety and Emergency Operations, will make the determination as to whether the College should “close” due to impending winter weather. The Vice President of Finance and Administration will consult with the President for a final decision based on recommendations. Classes may continue, remotely or in person.

## **College’s Inclement Weather/Other Emergency Plans**

Residence Hall- In the event of severe flooding in the residence halls, contact Campus Safety immediately. Move all essential items off the floor, disconnect all electrical appliances and devices. Do not touch electrical equipment if you are wet or standing in water. Water generated by flooding could contain hazardous substances, therefore you should evacuate the area and wait for college departments to clear the area for safety.

# FIRE RESPONSE

In the event of a fire, the first priority is to immediately warn others and to begin the evacuation process. Before doing anything else, pull the nearest fire alarm to notify building occupants and Campus Safety. Campus Safety will summon assistance from the New London Fire Department.

It is the responsibility of supervisors and faculty to ensure that employees and students are familiar with evacuation signals, evacuation routes, exterior designated assembly areas, and other procedures related to fire safety and evacuation.

## Reporting and Evacuation Procedures

- Evacuate the building, alerting others and shutting doors and windows as you exit. Activate the nearest fire alarm pull station, and loudly call out “FIRE” on your way out.
- If you need to call 911 (from a safe location), be prepared to give the following information:
  - Exact location of the fire (campus, building address, building name)
  - Location of the fire or smoke within the facility
  - Cause of fire (if known)
  - Number and type of injuries (if known)
  - Your name
  - Any other information that you think would be beneficial
- When evacuating, assist individuals with disabilities from the building. If the disabled individual is on an upper floor and is unable to evacuate (or be evacuated), assist them to an “area of refuge”. An area of refuge is a safe waiting space for people during an emergency evacuation. It’s an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. These waiting areas must be fire-resistant and protected from smoke, so people can safely wait for emergency responders
- If you or someone with disabilities becomes trapped during a fire and cannot evacuate the building, take refuge in a room with an exterior window. Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Keep smoke and toxic fumes out of the room by stuffing clothing under the door to keep smoke out. Call 911 to inform the dispatcher of your location. Alternatively, you can take refuge in a stairwell that can be isolated by tightly closed fire doors, to await assistance from the Fire Department.

- Once outside, proceed to the “Designated Assembly Area.” Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Provide Campus Safety and/or the New London Fire Department with the exact location and details of the fire.

## Firefighting Procedures

- Important: Before attempting to fight a fire, pull the fire alarm pull station to evacuate the building, or send someone else to do so.
- You should attempt to fight the fire only if ALL of the following are true:
  - The fire is small and is relatively contained, such as in a wastebasket.
  - You have been trained how to use a fire extinguisher.
  - You have the proper extinguisher for the type of fire you are fighting. For example, don't use water on an electrical fire.
  - You can fight the fire without risk to yourself, and have a route of escape to your rear.
- Cooking fires can usually be suffocated by covering the pot or pan with the lid or wet dish towel. Never throw water on a cooking oil fire.
- If your clothing catches fire, drop to the floor and roll to smother the fire. (STOP, DROP, and ROLL.)
- If the fire is large or spreading, stop any attempt at fighting the fire and evacuate.

## Laboratory Fires

- If the fire is in a laboratory, do not turn off or close the fume hood(s) because it will help keep the room free of smoke. If the fire is inside the fume hood, do close the sash.
- Evacuate the building as described above.

# ACTIVE SHOOTER/ HOSTILE INTRUDER

An active shooter is an individual or individuals actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

A hostile intruder is a person actively causing deadly harm or the imminent threat of deadly harm within a building. In the event that a hostile intruder threatens the personal safety of members of the Connecticut College community, the following guidance should be followed.

## Response Procedures

**DO NOT** activate the fire alarm. If a fire alarm should be activated, you should disregard the alarm since the shooter/intruder may use this to get you to expose yourself. The building will not be evacuated using this method. You should quickly determine the most reasonable way to protect your own life. You should:

- **RUN:**

If there is an accessible escape path, attempt to evacuate the premises.  
*This is your best chance of survival.* Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- 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.
- Keep your hands visible and raised above your head.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 or Campus Safety (860-439-2222) when it is safe to do so.

- **HIDE:**

If safe 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 the active shooter's view – away from doors/hallways and behind solid objects, if possible. You can sit on the floor, out of common view, away from doorways and windows.



- Provide protection if shots are fired in your direction (i.e., in a room with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place or hearing you:

- Lock the door., if possible.
- Blockade the door with heavy furniture.
- Close, cover and move away from windows.
- Silence your cell phone and/or pager (even the vibration setting can give away a hiding position) and turn off any source of noise (televisions, computers, radios, etc.).
- Turn off lights.
- Remain quiet.

- **FIGHT:**

As an absolute last resort, and **only when you feel your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible to subdue the shooter.
- Throw items or use improvised weapons.
- Yell.
- Commit to your actions. Your life will depend on it.

## Reporting

When possible and safe, call 911 or Campus Safety at (860) 439-2222 and provide the following information:

- Location (or last known location) of the active shooter.
- Direction of travel, if known.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and types of weapons held by the shooter(s).
- Number of potential victims at the location.
- Your location.

## **Law Enforcement Role/Response and Your Actions**

The primary goal of law enforcement is to stop the active shooter as soon as possible. Therefore, Officers will proceed directly to the area in which the last shots were heard, and they will NOT stop to help injured persons. Other first responders will assist the injured once the environment is safe.

Responding Law Enforcement need to take command of a likely chaotic situation, where the identity of the assailant(s) is unknown. The police onsite actions may include handcuffing or otherwise securing everyone until the situation is clarified and the perpetrator is identified. This is standard procedure and is done for safety reasons. Do not resist or argue.

When Law Enforcement arrives, it is important that you:

- Remain calm and follow instructions.
- Put down any items in your hands
- Keep hands visible at all times.
- Avoid making any sudden movements.
- Avoid pointing, screaming and/or yelling.
- Do NOT ask officers for help while you are being evacuated. Rescue personnel will be in a safe area to provide aid.

# BOMB THREATS/ SUSPICIOUS PACKAGES

All bomb threats and suspicious packages should be treated seriously and responded to appropriately. You should assume they are real until proven otherwise. A quick and organized response to an incident can minimize the risk of injury to students, employees and visitors. All threats received by faculty, staff, and students must be reported to Campus Safety immediately.

## Suspicious Bag/Package

If a suspicious bag or package arrives or is found at Connecticut College. Do NOT handle the object! Clear the area and immediately call the Campus Safety Office at (860) 439- 2222. If Campus Safety cannot determine the origin of the bag or package, assistance from the NLPD will be requested.

## Bomb Threat

If Connecticut College receives a bomb threat by telephone, the receiver should attempt to keep the caller on the line as long as possible, and using the “Bomb Threat Checklist” (found on the next page), obtain as much information as possible.

- Without making the caller aware, have someone call 911 for assistance.
- If your phone has a display, copy the number and/or letters on the window display.
- **Ask the caller the questions on the next page.**
- If the location of the “bomb” is known or determined, immediately arrange for the building fire alarm to be activated.
- When a **WRITTEN** threat is received:
  - Remain calm.
  - Avoid handling the note unnecessarily to preserve possible evidence.
  - Call 911 or Campus Safety and follow their direction.
  - Upon their arrival on campus, NLPD will conduct a detailed bomb search.

### Telephone Bomb Threat Checklist

**INSTRUCTIONS: Be Calm and Courteous, Listen. Do Not Interrupt the Caller. Try to keep the caller on the phone as long as possible. Do *not* use the phone with which you answered the caller again after the call. Remain available to be interviewed by police.**

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number from Caller I.D.: \_\_\_\_\_

Caller's Identity:  Male  Female ~  Adult  Juvenile ~ Age: \_\_\_\_\_ Race: \_\_\_\_\_

**If possible, keep caller talking. Ask the following questions:**

When will it go off? \_\_\_\_\_ Where is it located? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_ What does it look like? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_ Who placed the bomb? \_\_\_\_\_

Why was the bomb placed? \_\_\_\_\_ What is your name? \_\_\_\_\_

What is your address? \_\_\_\_\_ Are you a Conn student or staff member? \_\_\_\_\_

Exact Wording of Threat:

**Vocal Characteristics:**  Loud  High Pitched  Raspy  Intoxicated  Soft  Deep  
 Pleasant  Other \_\_\_\_\_

**Speech:**  Fast  Distinct  Stutter  Slurred  Slow  Distorted  Nasal  Lisp  Disguised  
 Familiar/Who? \_\_\_\_\_  Other (e.g., use of "ah, umm, you know) \_\_\_\_\_

**Grammar:**  Excellent  Fair  Foul  Good  Poor  Other \_\_\_\_\_

**Accent:**  Local  Middle Eastern  Hispanic  African  Slavic  Southern  
 Northern  Midwestern  Other \_\_\_\_\_

**Manner:**  Calm  Rational  Coherent  Deliberate  Righteous  Angry  Caller read message  
 Irrational  Incoherent  Emotional  Jovial  Laughing  Other \_\_\_\_\_

**Background Noises:**  None  Machines/Type \_\_\_\_\_  Music/Type \_\_\_\_\_  Office  
 Factory  Street/Traffic  TV/Radio  Trains  Animals  Quiet  Voices  Airplanes  
 Party  PA System  Static  Long Distance  Static  Other \_\_\_\_\_

End Time of Call: \_\_\_\_\_ Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Further Instructions: Use another phone to call 911/Police and Campus Safety 860-439-2222. On a separate sheet of paper, write any further remarks/comments. For example: Did the caller appear familiar with the building (by his/her description of the bomb location)? Is the voice familiar? If so, who does it sound like? If you saw, or think you might have seen the bomber, provide a physical description. Attach this information to this checklist.**

# EVACUATION PROCEDURES

This section identifies primary and alternate internal evacuation routes, emergency shutdown procedures, evacuation muster points, headcount procedures, safe distances, places of refuge and shelter-in-place procedures. It also identifies the steps Connecticut College takes if areas outside the campus could be impacted by an emergency event at Connecticut College.

## Potential Causes for Evacuation

Certain events at Connecticut College could require partial or total evacuation of the campus. These events include, without limitation:

- A large release of a hazardous chemical
- A fire
- Severe weather or natural disaster
- Human, biological or radiological threat to the campus.
- Hostile Intruder/ Active Shooter

Since Connecticut College does not have many bulk chemicals on-site that could cause a major emergency, it is highly unlikely that a chemical release could become an emergency situation that would warrant complete evacuation of the campus. Some evacuation scenarios may only require evacuation of students and other college personnel.

## Evacuation Procedures

- If there is an immediate threat to lives, the Incident Commander may order an evacuation.
- The following procedure will be followed in the event of a building evacuation:
- Building evacuations will occur when the fire alarm sounds and/or upon notification by the Incident Commander or Campus Safety.
- Do not panic.
- When the building evacuation alarm is activated during an emergency, head to the nearest marked exit and alert others to do the same.
- Assist disabled individuals in exiting the building. If the disabled individual is unable to evacuate the building for any reason, they should seek shelter in an “area of refuge.” (See Appendix C - Fire Response).
- Elevators should not be used because of the risk of entrapment if power is lost.

Once outside, proceed directly to the appropriate assembly area for the affected building. Stay there until a headcount is taken and you have been told it is safe to leave, or are directed to an alternate location.

Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. DO NOT return to an evacuated building unless told to do so by a Connecticut College or Fire Department Official.

### **Supervisors/Lead Person, Responsible Faculty, House Fellow/ Residential Life Staff Responsibilities**

- When the alarm is sounded, immediately report to the designated assembly area.
- As occupants exit the building and report to the designated assembly area, conduct a roll call, ensuring all known individuals from the building are accounted for.
- Report to a Campus Safety Officer with the names of individuals who are unaccounted for, or are known (or presumed) to be elsewhere. Campus Safety will attempt to contact these individuals. Under no circumstances should anyone re-enter the building to look for missing individuals. Leave searching the building to the Fire Department.
- Instruct occupants to remain outside until Campus Safety sounds the “All Clear.” Ensure that residents stay clear of emergency equipment and vehicles. In case of inclement weather, Campus Safety will direct occupants to another building, to await the “all clear.”

### **Building Occupant Responsibilities**

- Upon hearing the alarm, immediately exit the building and report to the designated assembly area, shutting all doors and windows on the way out. Do not use the elevator as it may shut down, trapping occupants inside.
- Assist individuals with disabilities from the building. If the disabled individual is on an upper floor and unable to evacuate (or be evacuated), assist them to an “area of refuge” in an office or student room with an exterior window or in a stairwell that can be isolated by tightly closed fire doors to await assistance from the Fire Department. Stuff clothing under the door to keep smoke out. Call 911 and inform the dispatcher of your location.
- Report to your Supervisor/Lead Person, Responsible Faculty, House Fellow or Residential Life Staff member, who will take roll call.
- Report the whereabouts of individuals who have not answered the roll call and are known (or presumed) to be elsewhere (Class, off campus, etc.). Campus Safety will attempt to contact these individuals. Under no circumstances should anyone re-enter the building to look for missing individuals. Leave searching the building to the Fire Department.
- Report any pertinent information (smoke, flames, smells, injuries etc.) to a Campus Safety Officer.
- Stay calm and do not interfere with emergency responders. Follow all instructions from Campus Safety, or off-campus (fire or police) authorities.

## Designated Assembly Areas

Evacuation instructions indicating the designated assembly areas are posted at building entrances.

## Campus Evacuation

Although highly unlikely, unforeseen on-campus or off-campus events may require the evacuation of the entire campus.

Connecticut College is in relatively close proximity to the U.S. Naval Submarine Base, and the Millstone Nuclear Power Station. In addition, the New England Central Railroad runs along the Thames River adjacent to the College, and any accident resulting in the release of hazardous materials could affect the campus.

News and instructions from civil authorities will be broadcast via the local Emergency Alert System (EAS). In the unlikely event of a large-scale hazardous atmospheric condition, the EAS public alerting sirens will be sounded to alert residents to turn to an Emergency Alert System (EAS) radio or television station for more information. The EAS Sirens **are not** a signal to evacuate, but to simply alert the public that there is an emergency, and to seek additional information or instructions.

The decision to evacuate all (or part) of the campus will be made by the President in consultation with civil authorities. News and instructions from state and local emergency planning authorities will be broadcast via the local Emergency Alert System. Information specific to Connecticut College will be communicated to the campus community via the "CCAlert" notification system.

When the decision to evacuate the campus is made, all persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another part of the campus, or off campus as directed.

During an off-campus nuclear incident, evacuation would normally be ordered only if a large amount of radiation were expected to escape over an extended period of time. Such action would most likely be ordered as a precaution. In the event that an emergency evacuation is required, special instructions will be given on Emergency Alert System radio and television stations.

## City of New London Evacuation Procedures

Local, State or Federal authorities will initiate any order to evacuate the City of New London, including Connecticut College. Upon confirmation of the emergency, and after consultation with the Director of Campus Safety, the President will order the campus evacuation. Evacuation information will be communicated via "CC Alert".

Those students without vehicles and who are not able to arrange transport will gather at Harkness Chapel or Crozier Williams Student Center. From these locations, those needing a ride will be assigned space in evacuation vehicles.

The Office of Residential Life staff (House Fellows and Floor Governors) will conduct a room-by-room check to ensure that all students have been evacuated.

## **Evacuation Information - Routes and Instructions**

The Millstone nuclear power plant, Northeast Utilities, and Millstone's owners, Dominion Nuclear Connecticut, have worked with local authorities to establish evacuation routes and reception centers in host communities, which are at least 10 miles from the nuclear plant site.

The designated Evacuation Assembly Center and host community for individuals evacuating from New London, is Windham High School, in Windham CT.

*Evacuation instructions and directions to the designated reception center at Windham High School, in Windham, CT.*