



Fire/Smoke

Activate the fire alarm and evacuate the building.

Do not attempt to fight the fire unless fire is contained, small, and you have been trained.

Do not use elevators during evacuation.

Gather at pre-determined area and account for students and other community members.

Wait for Fire Department's arrival and clearance before re-entering.



Medical

Call 911 for serious injuries.

For further medical assistance contact the Health Center at 860-404-4234.

Notify the Campus Safety Department and / or the A.O.D.

If the patient is not breathing, and has no pulse, call 911, begin CPR, and get the closest AED.

If there is active bleeding, assist the injured in providing firm pressure on the wound site while avoiding direct contact with body fluids.



Armed Intruder

Call 911. Faculty and staff may initiate lockdown if safe to do so.

RUN if safe to do so. Move quickly away from the scene, preventing others from entering.

HIDE if not safe to run. Hide as best you can, locking and barricading doors.

FIGHT as a last resort. Try to disrupt or incapacitate the intruder.

Check the Schoolsuite app frequently to get updates on location of intruder. Be prepared to move to a different location if necessary,

Fire, Police, Ambulance: 911

Campus Safety Dept: 860-404-4141

Alternate #: 860-404-4624 / A.O.D. 860- 882-3168



Severe Weather

Seek shelter away from exterior windows and doors.

Move to the basement of buildings during high windstorms.

Do not go outside during lightning or windstorms until 5 minutes after the storm passes.

Be aware of downed wires and falling objects.

If possible, shut windows and doors.



Suspicious Package

Do not touch or disturb object.

Contact 911, Campus Safety Department and / or the A.O.D. to report the item.

Be prepared to evacuate if necessary. Exit routes may not be the normal way out.

If told to evacuate, look around for other suspicious objects and report to authorities.



Power Outage

If necessary, move cautiously to a well-lit area.

Use flashlights or cell phones to light your work areas.

For localized outages, contact the Facilities Department at 860-404-4150.

For information during a long-term outage, check emails for communications.



Building Evacuation

Walk; don't run, to the nearest exit and leave the building.

Be aware, some exits may be unusable due to smoke or danger.

Do not use the elevator to exit a building.

If you can do so quickly, grab your coat and other valuables as you may be out of the building for an extended period of time.

Report to the building meeting place for attendance purposes.

Lockdown

Shut off lights, close and lock doors, silence cell phones.

Gather students and hide in areas not visible from hallway, doorway or windows. Remain quiet.

Develop plan to overtake intruder should they enter room or area.

Remain in Lockdown until an "All Clear" signal is given and/or a SchoolSuite notification is received.

Wait for additional instructions. Be prepared for other response actions.

Shelter in Place

Close all windows, especially if sheltering for an airborne hazardous material.

Check that all exterior doors are closed and secured.

Account for and calm any students.

Wait for additional instructions via the School Suite app and/or public address system. Be prepared for other response actions.

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Secure Campus / Emergency Situation

If outside, enter nearest building and wait for further instructions via the School Suite app.

Close & lock windows and doors and shut curtains if available.

Continue normal indoor academic functions unless told otherwise.

Increase Situational Awareness.

Cancel outdoor activities.

Entering and leaving school buildings may be confined to one entrance and will be monitored.

Suspicious Person / Activity

If you observe a suspicious person or activity do not approach unless you feel it is safe to do so.

Contact 911 , Campus Safety and / or the A.O.D. to report the situation and details.

If the situation becomes aggressive or violent, Faculty and staff members may initiate LOCKDOWN if safe to do so.

Suspicious Package/Bomb

Do not touch or disturb the suspicious item.

Contact 911, Campus Safety and / or the A.O.D. to report the item.

Be prepared to evacuate if necessary. Evacuation may be through other than normal routes that have been checked and cleared of suspicious items.

Quickly gather belongings and valuables as you may be out of the building for an extended period of time.