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

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

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

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

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

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

### Active Shooter or Shelter in Place
- **Dial 911**
- Run
- Hide in a location where you can’t be seen
- Fight as a last resort

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

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

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