



Education That Works For a Lifetime

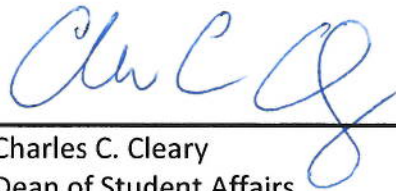
2019-2020 EMERGENCY RESPONSE PLAN

Mandatory Annual Review – Emergency Response Plan

The Crisis Management Team conducted the annual review during the spring 2019 semester. Team members are listed on page 26.

Team members felt the document, like the Security Protocol Plan, contained pertinent information. There were minor edits:

- Updating team memberships
- Updating title changes in management, and turnover/changes in management.
- Verifying policies & links are correct due to community college consolidation.
- Including Board of Regents active shooter video from the University of Florida
- Verifying campus sexual assault policies & procedures are accurate, as this topic has taken on increasing importance over the past biennium.
- RAINN was listed twice as a resource
- Include web link to Drug Free Schools & Campuses Act Annual Notice



Charles C. Cleary
Dean of Student Affairs

12/26/19

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Tunxis Community College (TCC) is committed to maintaining a safe learning environment for students, faculty, staff and the general public. This emergency response plan is being promulgated per Section 10a-55a of the Connecticut General Statutes.

GEOGRAPHY

The college has three locations:

Main Campus
271 Scott Swamp Road
Farmington, CT 06032

Farmington House
258 Scott Swamp Road
Farmington, CT 06032

Tunxis @ Bristol
430 North Main Street
Bristol, CT 06010

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

TCC does not have campus police. State police have jurisdiction over TCC as a state property. Farmington Police normally are first responders to incidents on campus. Bristol Police are normally first responders to incidents at the Tunxis@Bristol site. Students and employees are encouraged to report all crimes to the Farmington, Bristol and/or State Police.

Farmington Police	911 or 860-675-2400
Bristol Police	911 or 860-584-3011
State Police – Troop H	911 or 800-968-0664 or 860-534-1000

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

To report a crime or an emergency on the Farmington campus, call:

Information Desk	860-773-1300	
Security Cell Phone	860-541-0800	
Security Office	860-773-1328	Only for non-urgent messages

Operators are available at the Information Desk to take your call during the semester as follows:

Monday - Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 9:30 p.m.
Saturday	8:30 a.m. – 2:30 p.m.
Sunday	Closed

When the semester is not in session operators are available during business hours, Monday through Friday. Any suspicious activity or person seen in the parking lots, loitering around vehicles, insider or around buildings on campus should be reported to Security.

To report a crime or an emergency at the Bristol Career Center, call 860-773-1462 to speak to Director of Business & Industry Services & Workforce.

To report a non-emergency or public safety related matter, call the Dean of Student Affairs at 860-773-1302.

The individuals to whom students and employees should report Clery Act crimes are as follows:

Security Guards	Director of Business & Industry Services & Workforce
Title IX Coordinator	Victim Advocate
Director of Facilities	Dean of Student Affairs

If assistance is required from the State Police, Farmington or Bristol Police Departments, or Farmington or Bristol Fire Departments, Tunxis personnel will contact the appropriate unit. If a sexual assault or rape should occur, Tunxis will follow the procedures outlined in Public Act 14-11, including activation of the TCC [Campus Resource Team](#) listed on page 30.

The Daily Crime Log is maintained by the Administrative Assistant to the Dean of Student Affairs. The Dean maintains the log in the absence of the Administrative Assistant. The public may review the Daily Crime Report by calling the Dean of Student Affairs's Office at 860-773-1303.

Violations of student codes of conduct are forwarded to the Dean of Student Affairs for review and potential action.

In the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the TCC community, TCC would issue a timely warning. Please see the [Timely Warning](#) section on page 7.

CAMPUS SECURITY

Tunxis Community College does not have a campus police department. The college contracts with Summit Security to provide security coverage during the college's operating hours, year-round, weekends and evenings. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Security officers do not possess arrest powers.

Security officers patrol the campus daily. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforcing safety in parking lots with traffic and parking enforcement, maintaining building security by locking and unlocking rooms as necessary, assisting Early Childhood Center parents in the drop-off and pick-up of children, and general assistance to the community as needed. Security officers receive direction and supervision from the Office of the Dean of Student Affairs and Director of Facilities.

Routine requests for security should be directed to the Information Desk. If a member of the campus community had an immediate security need, he or she should call Security's cell phone at 860-541-0800.

This publication contains information about on-campus and off-campus resources. That information is made available to provide Tunxis community members with specific information about the resources that are available in the event that they become the victims of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Tunxis Community College.

MYCOMMNET ALERT

myCommNet Alert is the emergency alert system used by the Connecticut Community Colleges. The system is also used for weather-related closings and delays. Alerts may be sent via text, email and/or voice message. All students and employees are automatically enrolled. Students, faculty and staff may edit or update at <http://my.commnnet.edu>. Members of the public interested in receiving alerts may contact the Dean of Student Affairs at 860-773-1302. Standard text rates apply.

CAMPUS SAFETY VIDEOS

The college has two campus safety videos from the Center for Personal Protection available at the following links:

Flash Point on Campus (how to respond to disturbing behaviors on campus)

<https://www.youtube.com/watch?v=VZqmppvFiZ8>

Shots Fired on Campus (suggestions for surviving an active shooter situation)

<https://www.youtube.com/watch?v=9KOisTH66B4>

Both videos may be borrowed from the Dean of Student Affairs upon request.

The Board of Regents encourages all community members to watch the Run, Hide, Fight video developed by Florida State University (surviving an active shooter situation):

<https://www.youtube.com/watch?v=TyuSws1c2Jw>

TIMELY WARNINGS

As required by the Clery Act, “timely warnings” will be provided to the community in the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the TCC community. A timely warning will be issued for crimes that occur on the three locations listed under [Geography](#) on page 4 when a crime is:

- Reported to [Campus Security Authorities](#) listed on page 35 or local police authorities; and
- Considered by TCC management (listed below) to represent a serious or continuing threat to students and employees

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The following employees may issue a timely warning:

Chief Executive Officer	Interim Dean of Academic Affairs
Dean of Student Affairs	Director of Facilities

The timely warning will contain all information that would promote safety and aid in the prevention of similar crimes. The warning may be issued through the use of a variety of sources which may include, but are not limited to, the means listed under [Public Information Notifications](#) listed on page 10.

EMERGENCY NOTIFICATIONS

Upon confirmation of a significant emergency or dangerous situation that occurs on the campus that involves an immediate threat to the health or safety of Tunxis students or employees, TCC is required to immediately notify the campus community.

The following individuals may issue an emergency notification:

Chief Executive Officer	Interim Dean of Academic Affairs
Dean of Student Affairs	Director of Facilities

An emergency notification differs from a timely warning in that:

- It has a wide focus on any significant emergency or dangerous situation
- It is an event that is currently occurring on or imminently threatening the campus
- It applies to on-campus situations
- It is initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

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EMERGENCY RESPONSE PROCEDURES

TCC will, without delay, notify the campus community of an emergency or dangerous situation. TCC will take into account the safety of the campus community and determine what information to release about the situation, and begin the notification process.

TCC would not immediately issue a notification for a confirmed emergency if doing so would compromise the efforts to:

- Assist a complainant/victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency

TCC tests the emergency response and evacuation procedures at least annually. A fire drill was conducted September 17, 2018. These tests include drills, exercises and follow-through activities. They include, but are not limited to, the following:

- Technological tests of the 911 system, myCommNet Alert, Giant Voice, beacons and desktop alert software
- Tabletop drills by the Crisis Management and Behavioral Intervention Teams
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies.
- Campus-wide drills to test student, faculty & staff response to active shooter, evacuation, shelter in place and other emergency situations
- Having Farmington, State, Bristol or Central CT State University Police present to provide feedback and suggestions to improve campus response
- Walk-through's of the campus for fire, police and other first responders

TCC prefers announced drills to avoid classroom disruption and unnecessary stress on individuals who have strong reactions to drills. However, TCC reserves the right to unannounced drills to ensure the college's emergency response protocols are sufficient. All drills, tests and exercises are properly assessed so that TCC's response efforts may be improved and enhanced.

TCC will document each test. The information will be retained by the Dean of Student Affairs. The file will contain a description of the exercise, the date the test was held, when it started & when it ended and whether it was announced or unannounced.

1. How can an individual report an emergency? The procedure is listed on page 5 in the General Procedures for Reporting a Crime or Emergency .
2. The process by which TCC will confirm that a significant or dangerous situation exists:
 - a. The following individuals may issue an emergency notification:

Chief Executive Officer	Interim Dean of Academic Affairs
Dean of Student Affairs	Director of Facilities

- b. These employees may make the determination of an emergency situation on their own if time is of the essence, or they may consult with others, if time allows. This includes, but is not limited to, the following:

Police – Farmington, Bristol or State	Board of Regents
Summit Security Team	Evening & Weekend Administrators
Farmington Valley Health District	Fire – Farmington or Bristol

3. The procedures TCC will use to immediately notify the campus community upon the confirmation of an emergency are listed in the Public Information Notifications on page 31.
4. The content of the notification will be determined by the employees listed in Section 2(a) on page 11 in consultation with the resources listed in Section 2(b).
5. Employees listed in section 2(a) will initiate the notification. The Interim Director of Marketing will update the college’s webpage and social media accounts. The Dean of Student Affairs, Administrative Assistant to the Dean of Student Affairs or Library & Instructional Technologies staff will update the college’s hallway monitors. Broadcast messages over the college phones may be made by any of the employees listed above as well as all employees trained to work in the Welcome Center. The Interim Dean of Academic Affairs, Executive Assistant to the Chief Executive Officer and marketing staff would manage media notifications, television, radio, etc. Any authorized employee, or security guard, would put notices on college doors or bulletin boards – if time allowed and doing so would not endanger the guards or employees. Only the following employees are authorized to send notifications out via myCommNet Alert, which includes text, voice & email messages to the entire TCC population, the college’s Giant Voice, beacons and desktop software :

All Deans	Chief Executive Officer
Administrative Assistant to the Dean of Student Affairs	Executive Assistant to the Chief Executive Officer
Evening & Weekend Administrators	Co-Chairs, Crisis Management Team
Interim Director of Human Resources	Regional President, North-West Region

6. The Chief Executive Officer, Interim Dean of Academic Affairs or marketing department would disseminate information to the larger community in conjunction with the sources listed in Section 2(b).
7. TCC will continuously assess the situation and provide updates as warranted and notify the community when the emergency has passed.
8. The TCC campus is small. All segments of the population will be notified of an emergency or dangerous situations. TCC does not segment emergency notifications to particular groups or areas on campus.

PUBLIC INFORMATION NOTIFICATIONS

Announcements regarding emergencies and/or weather closings are issued in an appropriate and timely manner. Information may be issued several ways:

- Email to employee and college-issued student emails
- Hallway electronic message signs
- Weather-emergency line: 860-773-1301
- Tunxis webpage: www.tunxis.edu
- Tunxis Facebook account: www.facebook.com/tunxis
- Tunxis Twitter account: www.twitter.com/tunxiscc
- Tunxis Instagram account: <https://www.instagram.com>
- Notices or posters placed on bulletin boards, entrances to the college
- myCommNet Alert – the Board of Regents emergency notification system which relays information via text, email and/or voice message
- Giant Voice –located on the roof of the 100 Building that broadcasts emergency information via loud speaker system
- Beacons –will light up, make noise & display emergency information. Beacons are in the following six locations:

	<u>Building</u>	<u>Location</u>
<u>1</u>	<u>100 Building</u>	<u>Cafeteria</u>
<u>2</u>	<u>100 Building</u>	<u>Founders Hall near Student Lounge</u>
<u>3</u>	<u>200 Building</u>	<u>Parking Lot Entrance</u>
<u>4</u>	<u>300 Building</u>	<u>Across from Computer Lab</u>
<u>5</u>	<u>600 Building</u>	<u>Cyber Café – First Floor</u>
<u>6</u>	<u>600 Building</u>	<u>Entrance near Bidstrup Hall – First Floor</u>

- Desktop Alert Software – this allows emergency messages to be broadcast on the screen of every campus computer that is in use at the time the message is transmitted.
- Broadcast message over campus phones
- Television & radio:

Television

Channel 3	WFSB
Channel 30	WVIT
Channel 8	WTNH
Channel 61	WTIC

Radio

WTIC – AM	1080	WRCH – FM	100.5
WTIC – FM	96.5	WZMX – FM	93.7

MEDIA INQUIRIES

All media inquiries should be directed to the Office of Marketing and Public Relations, 860-773-1410. Do not attempt to answer media questions about campus emergencies.

STUDENTS WITH DISABILITIES

The Academic Support Center works with the Office of the Dean of Student Affairs to provide students with disabilities information on emergency response planning. Emergency rescue chairs have been installed on the second floor stairways of the 600 building and at the top of the second floor landing of the 700 building.

CRISIS MANAGEMENT TEAM

The Crisis Management Team provides an organized response to major emergencies on campus. The team meets regularly to develop best practices to respond, manage, mitigate and recover from an emergency situation. [Team members](#) are listed on page 26.

BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team (BIT) College works to heighten awareness of faculty, staff and students regarding potentially at-risk students and others on campus who may be at risk of harm to themselves or others.

The team meets regularly to discuss behaviors of concern, provide training for the campus and develop policies and procedures. [BIT members](#) are listed on page 28. The BIT page on the Tunxis webpage can be found at the following link:

<http://www.tunxis.edu/offices-departments/behavioral-intervention-team/>

EMERGENCY MEDICAL RESPONSE TEAM

The Emergency Medical Response Team are faculty and staff who have been certified in CPR and first aid. These employees have received training in using the college's automated external defibrillators (AED) located in the Information Desk in the 100 building and 6-219, Dental Prep. The college has a supply of Narcan to address any opioid overdose on campus. The [team members](#) are listed on page 27.

PANDEMIC PLANNING

Tunxis Community College participates in the State of Connecticut's Continuity of Operations Planning (COOP). In the event of a pandemic, the College would follow protocols recommended by the State.

The college encourages employees and students to protect themselves from germs and exposure to blood borne pathogens. Employees are required to use personal protective equipment (PPE) to minimize exposure to blood borne pathogens. Refer to the college's Exposure Control Plan and Hazard Communication Program.

[Hand sanitizer units](#) have been placed around campus to encourage proper hygiene. See page 32 for locations. [Keyboard wipes](#) are available in the Library, Computer Lab and Academic Support Center. Posters have been placed in rest rooms across campus encouraging hand washing to prevent the spread of germs.

HEALTH SCREENINGS

Every October the college offers screenings to increase mental health awareness & wellness & promote mental & emotional wellness. Contact the Counseling Office, Human Resources or the Office of the Dean of Student Affairs for further details.

CHEMICAL HYGIENE PLAN

The college's Chemical Hygiene Plan is posted at the link below:
https://www.comnet.edu/tx_acad/Science%20Laboratories%20-%20Health%20and%20Safety.htm

ANNUAL SECURITY REPORT

The publication of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics is a 1998 amendment of Public Law 101-542 which requires all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. It is posted on the college intranet and website here:

<https://www.tunxis.edu/college-information/2019-annual-security-report/>

HAZARD COMMUNICATION PROGRAM*

The Hazard Communication Program is posted on the college intranet and website here:
<http://www.tunxis.edu/college-information/consumer-information/>

EXPOSURE CONTROL PLAN*

The college's Exposure Control Plan is posted online here:
<http://www.tunxis.edu/college-information/consumer-information/>

DRUG FREE SCHOOLS AND CAMPUSES ACT*

The Annual Drug Free Schools and Campuses annual notice is distributed every fall. The last biennial review was conducted in 2018. Both documents are posted online here:
<http://www.tunxis.edu/college-information/consumer-information/>

*Hard copies are available from the Dean of Student Affairs' Office Room 1-116 in the 100 Building.

MEMBERSHIPS

Tunxis Community College is a member of the following organizations:

- International Association of Campus Law Enforcement Administrators (IACLEA)
- CT Clearinghouse
- Association of Threat Assessment Professionals (ATAP)
- CT College Consortium to End Sexual Violence (CCCESV)

ASSEMBLY POINTS

Those exiting into the courtyard should proceed to the main parking lot. Depending on the nature of the emergency, the assembly point may vary. In general, they are as follows:

Building	Description	Assembly Point
100 Building	Administrative & Faculty Offices, Cafeteria & Bookstore	Main Parking Lot
200 Building	Founders' Hall, Student Lounge, MIT, Classrooms	Main Parking Lot
300 Building	Child Care Center, Computer Lab, Continuing Education, Classrooms	Main Parking Lot
Bidstrup Hall	Administrative Offices	Main Parking Lot
600 Building	Classrooms, Art Gallery, Labs, Cyber Café, Academic Support Center	Main Parking Lot
700 Building	Library, Classrooms, Pages Café	Main Parking Lot
Farmington House 258 Scott Swamp Road Farmington, CT	Residential House – Meeting Space	Farmington House Driveway
Tunxis @ Bristol 430 North Main Street Bristol, CT	Administrative Offices, Classrooms	Bristol Career Center Parking Lot

SEVERE WEATHER

The Chief Executive Officer (CEO) or designee and the Director of Facilities will monitor conditions and make college closure/class cancellation decisions when circumstances warrant such action. The closure of the college means that the college will not be accessible to faculty, staff or students. Essential employees are expected to report as needed. College closure, late opening or early dismissals will be issued through the means listed in Public Information Notifications.

SHELTER IN PLACE PROCEDURE

In the event of an emergency, notifications will be sent instructing students, staff, faculty and visitors to “shelter in place.” If in a classroom, secure the door by wedging it shut; if in an office by locking it. If you are in an open area, take shelter in the nearest room and secure the door by either locking it or wedging it shut. Move to an area of the room where there are solid walls,

EVACUATION PROCEDURES

Emergency response procedures and egress routes are posted. In the event of an emergency, necessitating the evacuation of the building, do the following:

- Dial 911 or 8-911
- Evacuation is mandatory. Leave immediately.
- Consider individuals with disabilities.
- Close doors as you exit.
- Move all personnel to a safe area away from the building.
- Do not use elevators.
- Keep all building entrances clear for emergency personnel
- Do not return to an evacuated building unless authorized by a police or fire official
- Do not evacuate one building and enter another. Go around any buildings to the [assembly points](#) listed on page 13.

Faculty should take the following steps during an evacuation:

- Ensure all students are out of the classroom and area bathrooms
- Instruct the first student in line to hold open exit door/s, until all persons in the class have been evacuated. Continue this procedure until the building is clear.
- Ensure students in wheelchairs are assisted. If they cannot be brought down from a second floor location, they should remain in the stairwells with evacuation chairs. If possible, stay with the person until help arrives. If the person must be left unattended, notify emergency personnel immediately.
- Remain with students until police or fire officials authorize building re-entry

SEXUAL MISCONDUCT

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police.

Title IX Coordinator	Jessica Waterhouse	860-773-1646
Student Advocate	Stacey Palumbo	860-773-1493

All college employees are mandated reporters. A report of sexual misconduct must be reported as soon as possible to the Title IX Coordinator. Employees are required to complete a reporting form and submit it to the Title IX Coordinator. This [form](#) may be found on page 34. This form must be submitted even if a student accidentally discloses an incident of sexual misconduct. The primary goal is to provide support to a victim of sexual misconduct.

Complainants of sexual offenses should be assured the college will provide resources, including but not limited to treatment through local emergency services and police assistance.

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police. Complainants should seek immediate medical assistance as there may not be internal or external injuries and may need treatment for disease or infection. Physical evidence of a sexual assault, which includes but is not limited to hair and body fluid transfer, is highly perishable and all efforts should be made to preserve it. A victim of a sexual assault should not wash or change clothing until instructed by law enforcement or medical personnel. The procedure to report or disclose sexual assault, sexual harassment, dating or intimate partner violence or stalking is as follows:

1. Report the incident (to the Title IX Coordinator)
2. Meet with Title IX Coordinator and Victim Advocate
3. Meet with a Student Affairs Conduct Officer
4. Conduct Officer investigates
5. Sanctions are determined
6. Request to Chief Executive Officer for review

Every complainant has the right to:

- Be present, equal opportunity to present witnesses and evidence
- An adequate, reliable and impartial investigation of the complaint
- Be notified of the time frame within which the investigation will be conducted
- Be notified of the right to appeal, if any – both complainant and respondent entitled to same rights
- Have the complaint decided by using a preponderance of the evidence – more likely that the sexual harassment or violence occurred
- Be notified in writing of the outcome
- Know sanctions imposed when they directly relate to the harassed student including restraining orders, suspension, transfers to other classes

Complainants are urged to seek counseling and emotional assistance. Counseling services can be initiated through the College's Counseling department. Off-campus resources are listed in the appendices.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, the under conditions of imminent harm to the community, the college may be required by federal law to inform the community of the occurrence of the incident/s of sexual misconduct. The Title IX Coordinator will inform the person requesting confidentiality if the college cannot ensure confidentiality.

FIRE EMERGENCY

- Activate the nearest fire alarm pull station
- When the fire alarm is activated, evacuation is mandatory – leave immediately.
- Dial 911 or 8-911 from a campus phone.
- Call the Information Desk from a safe location. Dial 0 from a campus phone or 860-773-1300.
- Notify occupants and help those needing assistance in the immediate area
- Follow building evacuation procedures
- If the door you're attempting to exit through is blocked or you feel heat, do not open the door. Place any items available under the door to stop any airflow. Yell, scream and place something in a window to draw attention.
- Attempt to extinguish a fire only after all evacuation and life safety measures have been taken and the alarm has been sounded.
- Do not attempt to extinguish any fire if such action is a direct threat to your safety
- To use an extinguisher, follow the acronym PASS:
 - **P**ull the pin
 - **A**im the extinguisher nozzle at the base of the flames
 - **S**queeze the trigger while holding the extinguisher upright
 - **S**weep the extinguisher from side to side covering the fire with the extinguishing agent
- If you or another person catches on fire:
 - Stop. Do not run
 - Drop to the ground and cover your face.
 - Roll. This may not extinguish the flames, but this will start to smother them and slow down the burning process.

MEDICAL EMERGENCY

- Dial 911 or 8-911 from a campus phone.
- Do not move an injured person unless he/she is in imminent danger.
- You may use the group paging feature by dialing X19601 to broadcast to the Emergency Medical Response Team.
- Do not provide first aid, unless certified.
- Use personal protective equipment.
- If you are not in imminent danger, call the Information Desk 0 from a campus phone or 860-773-1300.
- Have the following information ready:
 - Where the injured or ill person is
 - The nature of the injury or illness
 - The gender and approximate age of the person
 - Your name, location and phone number where you can be reached in case additional information is needed

The TCC phone system includes a Crisis Alert Line which is activated by calling 911 or 8-911 from any phone on campus. This signals members of management and the Information Desk that 911 has been called. The Information Desk will contact members of the college's Emergency Medical Response Team who will assess the situation and try to administer first aid until first responders arrive.

Faculty should dismiss the class temporarily if a student experiences a medical emergency during class.

All injuries on campus, regardless of severity, must be recorded on an Incident Report form; see page 40. Send completed form to the Dean of Student Affairs.

ACTIVE SHOOTER

- A.L.I.C.E. is an acronym for five steps to increase your chances of surviving an armed intruder. You decide which of the five steps are appropriate given the situation and danger. This is not a list of "must do" or "will do" instructions.
- **Alert** – You are alerted to danger by the sound of gunshots, an announcement, text or other method.
- **Lockdown** – Secure yourself immediately. Follow the [Shelter in Place](#) procedure on page 13. Remain behind closed doors in a barricaded room, if possible. Do not leave or unlock the door to see 'what's happening.' Do not huddle as a group. Stay away from windows.
- **Income** – If possible, call 911 or 8-911 from a campus phone. Notify authorities, if safe to do so. Do not assume someone else has called 911.
- **Counter** - Confront the intruder, as a group, with anything at your disposal, fight, create chaos
- **Evacuate**. Run, break windows & if safe to do so, jump.

If police enter the room, make sure your hands are visible.

SUSPICIOUS BEHAVIOR

- Get to a safe location.
- Call either the Information Desk by dialing 0 from a campus phone or 860-773-1300 or call Security's cell phone: 860-541-0800.
- 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

DISRUPTIVE BEHAVIOR/FIGHTING

- Do not attempt to separate two combatants
- Get to a safe location.
- Call either the Information Desk by dialing 0 from a campus phone or 860-773-1300 or call Security's cell phone: 860-541-0800.
- Notify the Dean of Student Affairs at 860-773-1480.

BOMB THREATS

- Dial 911 or 8-911 from a campus phone.
- Remain calm.
- Get as much information as possible from the threatening caller.
- Employees should keep the Bomb Threat Questionnaire (see page 39) near their phone.
- Evacuate the area.

SUSPICIOUS PACKAGE

- Do not use radio or cell phone within 100 feet of the package.
- Call the Information Desk from a safe location. Dial 0 from a campus phone or 860-773-1300.
- Do not touch or disturb the object or package

POWER OUTAGE

Facilities staff will contact Eversource to determine how long the outage will last. Depending on the time of day, weather conditions and expected length of outage, the administration will determine whether or not to cancel and/or dismiss classes.

If power is lost:

- Campus phones will remain powered for approximately 15-20 minutes
- Call the Information Desk from a safe location. Dial 0 from a campus phone or 860-773-1300 to report the outage.
- Move students to a window or entrance area with light (if available).
- Do not dismiss class until you have an official announcement
- Turn off/unplug any switches or equipment that were running in order to avoid a surge when power is restored
- If the decision is to close the campus or cancel classes, notification will be issued through the means listed in Public Information Notifications on page 10.

HAZARDOUS SPILL/CHEMICAL EXPOSURE

Safety Data Sheets (SDS) provide substantial information regarding all chemicals on campus. They are located in the work area. Employees should be familiar with the college's Exposure Control Plan and Hazard Communication Program. In the case of a spill or exposure, take the following steps:

- Dial 911 or 8-911 from a campus phone.
- Be prepared to provide the following information:
 - Name and quantity of the material
 - Location and time of the incident
 - If anyone is injured or exposed to the material
 - If a fire or explosive is involved
 - Your name, phone number and location
- Identify, if possible, the chemical and retrieve the appropriate SDS 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 a campus phone by dialing 19603. Speaking into the receiver will broadcast your voice across the lab phones.
- Call the Chemical Hygiene Officer at 860-773-1614. Voice messages are automatically transcribed and texted to the Officer's phone. State clearly the chemical (or class of chemical), location, amount, if spilled on anybody and call-back number.

In case of exposure to a chemical substance, remember the eye wash stations are located in all labs. Refer to page 33 for location of all eye wash stations. Take the following steps:

- Students – notify faculty member immediately
- Remain calm
- Call the Information Desk from a safe location. Dial 0 from a campus phone or 860-773-1300.
 - Your location
 - The chemical to which you were exposed
 - Whether you are having a physical reaction, such as burns or difficulty breathing
- Unless directed to do otherwise by the label directions, use large amounts of water for at least 15 minutes to flush the affected area.

The college's Chemical Hygiene Plan and lab safety procedures may be found at this link:

https://www.commnet.edu/tx_acad/Science%20Laboratories%20-%20Health%20and%20Safety.htm

EMOTIONAL EVENT

- Don't try to handle a person in psychological crisis by yourself
- Call the Information Desk from a safe location. Dial 0 from a campus phone or 860-773-1300.
- 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.
- To avoid escalation, the following suggestions may be helpful:
 - Keep no-verbal cues non-threatening
 - Set and enforce reasonable limits

The college has a [Behavioral Intervention Team](#). Information about the team is on page 11. Team members are listed on page 28.

FEEDBACK

Suggestions for improving the Emergency Response Plan are encouraged. Please send an email to cclarey@tunxis.edu.

TUNXIS WEBSITE RESOURCES

Campus Security Information

<http://www.tunxis.edu/college-information/campus-security-act/>

Emergency Procedures

<http://www.tunxis.edu/college-information/emergency/>

Crisis Services

[Crisis Services - Tunxis Community College](#)

OPERATING HOURS – WELCOME CENTER

Monday - Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 5:30 p.m.
Saturday	8:30 a.m. – 2:30 p.m.
Sunday	Closed

OPERATING HOURS – SECURITY

Monday - Thursday	7:00 a.m. – 10:30 p.m.
Friday	7:00 a.m. – 9:30 p.m.
Saturday	8:00 a.m. – 3:00 p.m.
Sunday	Closed

CONTACT NUMBERS – EMERGENCY

Emergency	911 or 8-911
Information Desk	0 if dialed from campus phone or 773-1300
Security Cell Phone	860-541-0800

CONTACT NUMBERS – NON-EMERGENCY

Information Desk	0 if dialed from campus phone or 773-1300
Tunxis Weather – Emergency Line	860-773-1301
Dean of Student Affairs	860-773-1480
Director of Facilities	860-773-1321
Media Inquiries	860-773-1407
Bristol Career Center	860-773-1462
Title IX Coordinator	860-773-1646
Student Advocate	860-773-1493

RESOURCES
Tunxis Community College
Police & Fire

CT Sex Offender Registry

http://www.communitynotification.com/cap_office_disclaimer.php?office=54567

Farmington Police Department

319 New Britain Avenue

Unionville, CT 06085

911 or 860-675-2400

<http://www.farmington-ct.org/departments/police-department>

Farmington Fire Department

1 Monteith Drive

Farmington, CT 06032

911 or 860-675-2322

<http://www.farmington-ct.org/departments/fire-department>

Southwest Fire Station

2 Westwoods Drive

Farmington, CT 06032

911 or 860-675-2537

Bristol Police Department

131 North Main Street

Bristol, CT 06010

911 or 860-584-3011

Tip Line: 860-585-TIPS

<http://www.ci.bristol.ct.us/index.aspx?NID=200>

Bristol Fire Department

181 North Main Street

Bristol, CT 06010

911 or 860-584-7690

<http://www.ci.bristol.ct.us/index.aspx?NID=195>

CT Department of Emergency Services & Public Protection

CT State Police

Troop H

100R Washington Street

Hartford, CT 06112

800-968-0664

860-534-1000

http://www.ct.gov/despp/cwp/view.asp?a=4201&q=494678&desppNAV_GID=2077&desppNav=

RESOURCES
Tunxis Community College
Off Campus Resources

Wheeler Clinic, Inc.
91 Northwest Drive
Plainville, CT 06062
Main Number: 888-793-3500
Community Response Team: 860-747-8719
www.wheelerclinic.org

University of Connecticut Health Center
263 Farmington Avenue
Farmington, CT 06030
1-84-GET-UCONN
www.uchc.edu

CT Alliance to End Sexual Violence
Statewide 24 hour toll free hotline
1-888-999-5545 English
1-888-568-8332 Español
www.endsexualviolencect.org

Hospital of Central Connecticut
100 Grand Street
New Britain, CT 06052-2017
860-224-5011
www.thocc.org

National Suicide Prevention Lifeline
(CHR)
1-800-273-TALK (8255)
www.suicidepreventionlifeline.org

Community Health Resources

1-877-884-3571
www.chrhealth.org

InterCommunity (IC)
111 Founders Plaza, 18th Floor
East Hartford, CT 06108
860-569-5900
www.intercommunityct.org

Not Alone (White House 2017 Task Force)
<https://www.whitehouse.gov/sites/whitehouse.gov/files/images/Documents/1.4.17.VAW%20Event.TF%20Report.PDF>

Dept. of Mental Health & Addiction Services
Mobile Crisis Team
500 Vine Street
Hartford, CT 06112
860-297-0999
<http://www.ct.gov/dmhas/cwp/view.asp?a=2902&q=335256>

RESOURCES
Tunxis Community College
Off Campus Resources

Farmington Valley Health District
95 River Road, Suite C
Canton, CT 06019
860-352-2333
<http://fvhd.org/>

American Red Cross
209 Farmington Ave.
Farmington, CT 06032
877-287-3327
<http://www.redcross.org/ct>

Alcoholics Anonymous
1-866-STEPS12
<http://www.ct-aa.org/home/>

Al-Anon
888-4AL-ANON (888-425-2666)
<http://www.al-anon.alateen.org/>

Rape, Abuse & Incest National Network (RAIN)
National Sexual Assault Hotline:
1-800-656-HOPE (4673)
<https://www.rainn.org/>

Salvation Army Homeless Shelter
78 Franklin Square
New Britain, CT 06051
860-225-8491
<http://www.salvationarmyusa.org/>

Prudence Crandall Center for Women
594 Burritt Street
New Britain, CT 06050
860-225-5187
<http://prudencecrandall.org/>

VA Connecticut Healthcare
System Newington Campus
555 Willard Avenue
Newington, CT 06111
860-666-6951
<http://www.connecticut.va.gov/>

Vet2Vet Veterans' Crisis Hotline
1-877-VET-2-VET (838-2838)
<http://vet2vetusa.org/>

Veterans' Crisis Hotline
1-800-273-8255, press 1
<http://www.veteranscrisisline.net/>

CT Coalition against Domestic Violence
(CCADV)
888-774-2900
844-831-9200 Español
<http://www.ctcadv.org/>

**SAFE (Sexual Assault Forensic Examiner) Hospitals –
Specialize in Responding to Complainants of Sexual Assault**

<http://www.assaultservicesknowledge.org/ct/get-medical-help/medical-forensic-exams>

Hartford Hospital

800 Seymour Street
Hartford, CT 06102
860-545-0000

<http://www.harthosp.org>
[services/clinics-locations/new-britain-general-campus](http://www.harthosp.org/services/clinics-locations/new-britain-general-campus)

The Hospital of Central CT (N.B. Campus)

100 Grand Street
New Britain, CT 06052
860-224-5011

<https://thocc.org/services/emergency-services/>
<https://thocc.org/services/emergency-services/clinics-locations/new-britain-general-campus>

Manchester Memorial Hospital

71 Haynes Street
Manchester, CT 06040
860-646-1222

<https://www.echn.org/location/manchester-memorial-hospital>

Middlesex Hospital

28 Crescent Street
Middletown, CT 06457

860-358-6000 <https://middlesexhealth.org/>

St. Francis Hospital

114 Woodland Street
Hartford, CT 06105
860-714-4000

<http://www.stfranciscare.org>

Windham Hospital

112 Mansfield Avenue
Willimantic, CT 06226
860-456-9116

<https://windhamhospital.org/>

Sexual Assault & Interpersonal Violence Resources

Tunxis Title IX Flyer

<https://admin.studentsuccess.org/download/584>

Sexual Assault and Interpersonal Violence - What You Need to Know

<http://www.tunxis.edu/college-information/sexual-assault-and-interpersonal-violence/>

Sexual Violence Prevention Videos

Tunxis Take a Stand Video

<https://youtu.be/J7QoKoTayBI>

Stalking

<http://youtu.be/8VrLr5Q3q9w>

It's on Us Video

<https://www.youtube.com/watch?v=2H5XxbFISY8>

**Tunxis Community College
2019-2020 Crisis Management Team**

Name	Title	Work Phone
Boulay, Caroline	Librarian	773-1546
Cleary, Charles**^	Dean of Student Affairs	773-1302
Cook, Ed	Professor, Chemistry/Physics	773-1614
Cullinane, Kirstin	Academic Associate	773-1665
Feest, Amy	Interim Dean of Academic Affairs	773-1631
James, Kimberly	Director of Access, Success & Engagement	773-1504
Jensen, Todd	Adjunct, Sciences	N/A
LaPorte, Christopher^	Director of Student Activities	773-1362
Lodovico, John^	Director of Facilities	773-1321
Lombella, James	Regional President, North-West Region	723-0625
Machado, Tatiana	Assistant Professor, Program Coordinator, Business Administration	773-1628
Mead, Steven	Coordinator of Academic Information Technology	773-1384
Pavelchak, Deborah	Executive Assistant to the Chief Executive Officer	773-1480
Reome, Darryl	Chief Executive Officer	773-1482
Voisine, Joyce	Program Coordinator, Early Childhood Education	773-1344
Waterhouse, Jessica**	Professor, Criminal Justice Title IX Coordinator	773-1646

^Member of Emergency Medical Response Team

***Co-Chairs, Crisis Management Team*

**Tunxis Community College
2019-2020 Emergency Medical Response Team**

Employees certified in First Aid and Automated External Defibrillator (AED)

Name	Title	Work Phone	Expiration	Location
Cardoso, Jenny	Research Assistant	773-1411	2020	100 Building, Institutional Research
Cleary, Charles*	Dean of Student Affairs	773-1302	2020	100 Building, 1-116
Crowe, Peter	General Trades Worker	773-1327	2020	600 Building, 6-088
Foster, Ashley	Library Associate	773-1549	2020	700 Building, Circulation Desk
LaPorte, Christopher	Director of Student Activities	773-1362	2020	100 Building, Student Lounge
Lewis, Brett	Maintainer	773-1326	2020	600 Building, 6-088
Lodovico, John	Director of Facilities	773-1321	2020	100 Building, CEO's Office
Lozada, Helen	Financial Aid Assistant	773-1425	2020	100 Building – Counseling
McCluskey, Peter	Evening Administrator	773-1300	2020	Information Desk
Peters, Kirk	Full Time Lecturer, FYE	773-1482	2020	Faculty Academic Success Center
Woolford, Adam	Tutor	773-1300	2020	

** Chair, Emergency Medical Response Team*

**Tunxis Community College
2019-2020 Behavioral Intervention Team**

Name	Title	Work Phone
Cleary, Charles*	Dean of Student Affairs	773-1302
Craven, Vivian	Counselor	773-1506
LaPorte, Christopher	Director of Student Activities	773-1362
Lodovico, John	Director of Facilities	773-1321
Lombella, James	Regional President, North-West Region	723-0625
Mountassir, Mohamed	Chair, Health & Safety Committee	773-1528
Reilly-Roberts, Judith	Counselor	773-1507
Reome, Darryl	Chief Executive Officer	773-1482
Waterhouse, Jessica	Professor, Criminal Justice, Title IX Coordinator	773-1646

**Chair, Behavioral Intervention Team*

**Tunxis Community College
2019-2020 Health & Safety Committee**

Name	Title	Work Phone
Annecharico, Erin	Program Coordinator, Dental Assisting	773-1680
Cleary, Charles	Dean of Student Affairs	773-1302
Colangelo, Ken	Information Technology Technician II	773-1409
Craven, Vivian	Counselor	773-1506
Garside, Carianne	Professor, Fine Arts	773-1647
Hadley, Robert	Instructor, Physics	773-1618
Lodovico, John	Director of Facilities	773-1321
Marchand, Renald	Instructor, Criminal Justice	773-1625
Mountassir, Mohamed*	Math Tutor	773-1528
Perri, Behnaz	Librarian	773-1552
Sirois, Lori	Facilities Scheduler	773-1735

**Chair, Health & Safety Committee*

**Tunxis Community College
2019-2020 Campus Resource Team**

Name	Title	Affiliation
Cleary, Charles	Dean of Student Affairs	Tunxis Community College
Craven, Vivian	Counselor	Tunxis Community College
Garcia, Matthew	Sergeant	CT State Police Sex Offender Registry
Grabowski, Adam	Director of Advocacy & Community Engagement	Prudence Crandall Center, Inc.
Mountassir, Mohamed	Chair	TCC, Health & Safety Committee
Lodovico, John	Director of Facilities	Tunxis Community College
Melanson, Paul	Chief of Police	Farmington Police Department
Palumbo, Stacey	Student Advocate	Tunxis Community College
Petropolous, Erica	Campus Advocate	YWCA
Waterhouse, Jessica*	Title IX Coordinator	Tunxis Community College

**Chair, Campus Resource Team*

First Aid Kits

Building	Room#	Description		Building	Room#	Description
100	N/A	Info Desk		600	6-090	Maintenance Shop
100	N/A	Cafeteria		600	6-109	Academic Support
100	N/A	Counseling		600	6-131	Biology
100	Adjacent to F-57	Faculty Area		600	6-137	Biology
100	N/A	Student Lounge		600	6-139	Physics
100	N/A	M.I.T		600	6-147	Chemistry
				600	6-148	Chemistry
200	N/A	Facilities		600	6-219	Dental Prep
200	202	C.N.A. Lab		600	6-222	Photography
200	209	Custodial		600	6-224	Art
				600	6-228	Graphics
				600	6-230	Art
				600	6-377	Work Room
300	306	Registered Medical Asst.				
300	315-320	Computer Lab		700	7-116	Continuing Education
300	N/A	Early Childhood Center		700	N/A	Library First Floor
				700	N/A	Library Second Floor
Bidstrup	N/A	2 nd Floor		Tunxis @ Bristol	N/A	Bristol satellite location

Emergency Rescue Chairs

600 Building	Second Floor Stairwell Adjacent to Bidstrup Hall
600 Building	Second Floor Stairwell Adjacent to 700 Building
700 Building	Second Floor, Attached to the wall at the top of the stairs on the right

Wheelchairs

Room 202	C.N.A. Lab
100 Building	President's Conference Room

Automated External Defibrillators (AEDs)

100 Building	Information Desk
6-219	Dental Prep
Library	Circulation Desk

Hand Sanitizer Units

Building	Room#	Description		Building	Room#	Description
Bidstrup	1 st Floor	Marketing		100	N/A	Cafeteria
Bidstrup	2 nd Floor	Business Office		100	N/A	Admissions
700	Library	First Floor		100	N/A	President's Office
700	Library	Second Floor		100	N/A	Counseling
700	7-116	Continuing Ed.		100	N/A	Records
300	315-320	Computer Lab		100	SC133	Mailroom
600	6-109	Academic Support		100	N/A	Human Resources
200	N/A	Cashiers		100	N/A	Bookstore
200	N/A	Student Lounge		100	N/A	Information Desk
200	N/A	MIT		100	N/A	Faculty Area
200	N/A	Maintenance		Farmington House	N/A	258 Scott Swamp Road
200	209	Custodial		Tunxis @ Bristol	N/A	Bristol satellite location
200	N/A	Child Care				

Keyboard Wipes

Building	Room#	Description
700	Library	Library
300	315-320	Computer Lab

Emergency Medical Response Team "Jump Bag"

Information Desk
700 Building Circulation Desk

Eye Wash Stations

202	Emergency Eye Wash Station, Single Bottle, 32 oz.
306	Registered Medical Assistant
308	Classroom
309	IT Storage
310	Emergency Eye Wash Station, Single Bottle, 32 oz.
326	Emergency Eye Wash Station, Single Bottle, 32 oz.
6-131	Biology
6-133	Biology Prep
6-137	Biology
6-139	Microbiology
6-146	Chemistry Prep
6-147	Chemistry
6-148	Chemistry
6-205	Custodial Closet
6-218	Dental Lab
6-219	Dental Prep
6-220	Dental Materials
6-222	Photography
6-241	Film Room
7-114	Custodial Closet

**Tracking form for Sexual Assault, Sexual Harassment, Stalking or Intimate Partner
Violence Disclosure**

Date: _____
To: Jessica Waterhouse Title IX Coordinator
From: Faculty Member _____
 Department _____
 Staff Member _____
 Department _____

Subject: Sexual Assault; Sexual Harassment, Stalking, and/or Intimate Partner Violence incidences
(Definitions on reverse side)

Name of Student/Employee _____ Banner ID _____

You may use initials only for Disclosure only. Identity will not be disclosed except in very limited circumstances

Recommendation/Expected action of (student/employee) who reported the incident

_____ Disclosure only: Share information without a request for conduct investigation

_____ Filing a Report: Investigation and action by College requested

_____ Resources were provided to the student/employee. If so please list

Date of Report/Disclosure: _____

General Category of report/disclosure:

- _____ Sexual Harassment
- _____ Sexual Assault
- _____ Stalking
- _____ Intimate Partner Violence
- _____ Domestic Violence
- _____ Dating Violence

It is strongly advisable to submit this report of disclosure to Jessica Waterhouse, Title IX Coordinator located in the Faculty Offices F-40 within 48 hours of being informed of the incident.

2019-2020 Campus Security Authorities

Tunxis Management Team

Darryl Reome	Chief Executive Officer
Mary Bidwell	Interim Dean, Advanced Manufacturing Technology Center
Charles Cleary	Dean of Student Affairs
Cheryl Cyr	Director of Human Resources
Gennaro DeAngelis	Dean of Administration
Amy Feest	Interim Dean of Academic Affairs
John Lodovico	Director of Facilities
Eileen Peltier	Dean of Workforce Development & Continuing Education

Counselors

Vivian Craven	Counselor
Judy Reilly-Roberts	Counselor

Kirstin Cullinane	Weekend Administrator
Matthew Golchin	Weekend Administrator
Rosenda Hull	Administrative Assistant to the Dean of Student Affairs
Deborah Pavelchak	Executive Assistant
Andres Sovero	Evening Administrator
Matthew Spinelli	Evening Administrator
Stacey Palumbo	Student Advocate
Jessica Waterhouse	Title IX Coordinator

Campus Security Authorities Not Listed Elsewhere

Mohamed Mountassir	Chair, Health & Safety Committee
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2019-2020 Campus Security Authorities (Continued)

Director of Student Activities & Club Advisors

Director of Student Activities	Christopher LaPorte
Art Club	Carianne Garside
Business Club	Mark Milewski & Tatiana Machado
Community Outreach Club	Marie Clucas
Criminal Justice Club	Jessica Waterhouse
Dental Assisting Club	Gary Jacobs
Engineering Club	Christopher LaPorte
Future Educators Club	Joyce Voisine
Gaming Club	Steve Mead
Got Pride Club	Charles Cleary
Human Services Club	Colleen Richard
Light of the World Bible Club	Rosalie Pion
Philosophy Club	Jesse Abbot
Phi Theta Kappa Club	Helen Lozada & Marie Clucas
Political Awareness Club	Rafaele Fierro
The Student American Dental Hygienists' Association (SADHA)	Rachel Green
Spanish Club	Lisa Celona
Students of Color Alliance	Kim James
Tunxis Sun Newspaper Club	Rafaele Fierro
Theater Club	George Sebastian-Coleman
Veterans Club	Karen DeBari

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BOMB THREAT QUESTIONNAIRE

(Place this questionnaire under your telephone.) Complete all information.

Please circle appropriate choice(s) or write in spaces provided.



QUESTIONS TO ASK CALLER

- When is bomb going to explode? ■ Where is it right now? ■ What does it look like?
- What kind of bomb is it? ■ What will cause it to explode? ■ Did you place the bomb and why?
- What is your address? ■ What is your name?

CALLER/CALL DETAILS

Male Female Race: _____ Age: _____

Voice Type: Calm • Angry • Excited • Slow • Rapid • Soft • Loud • Laughing • Crying • Normal • Lisp
Distinct • Slurred • Nasally • Stutter • Raspy • Deep • Ragged • Clearing Throat • Deep Breathing
Crackling • Disguised • Accent • Familiar: whom did it sound like? _____

Language Type: Well-spoken (educated) • Foul • Irrational • Incoherent • Taped • Scripted

Background Sounds: Street Noises • Crockery • Voices • PA System • Music • House Noises • Motor
Office Machinery • Factory Machinery • Animal Noises • Clear • Static • Local • Long Distance
Booth • Other: _____

DETAILS of THREAT MADE

What were the exact words used? _____

ADDITIONAL INFORMATION

Who Received Call? _____ Date: _____ Time: _____

Call Received at Phone # _____ Call Length: _____ Location: _____

Receiver's Comments: _____

■ **CALL 911 or 8-911 IMMEDIATELY.** HAVE A CO-WORKER OR STUDENT CALL THE TUNXIS INFORMATION DESK (0). FOLLOW THE INSTRUCTIONS OF THE 911 DISPATCHER.

Note: complete emergency protocols can be found on the TCC Intranet in the Health and Safety Committee folder.

Campus Incident Report

Tunxis Community College - 271 Scott Swamp Road - Farmington, CT

Incident

General Information

Type of Incident

Crime Medical Other

Date

Time

AM/PM

Location

Name(s)

Student Employee Other

Medical

Only to be used if 'Medical' is indicated above for 'Type of Incident'

Was 911 activated?

Yes No

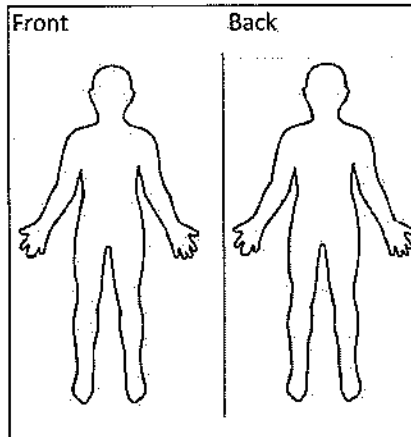
Type of Injury

- Bruise
- Cut/Scrape/Puncture
- Swollen
- Respiratory
- Burn
- Nausea
- Fainting
- Other

Location of Injury

Front

Back



Source of Injury

- Bodily Motion
- Environment
- Fixture
- Surface
- Equipment
- Other

Narrative

Please describe the incident in your own words.

Signature

By signing this form, you acknowledge that the information contained within is accurate to the best of your knowledge

Printed Name

Signature

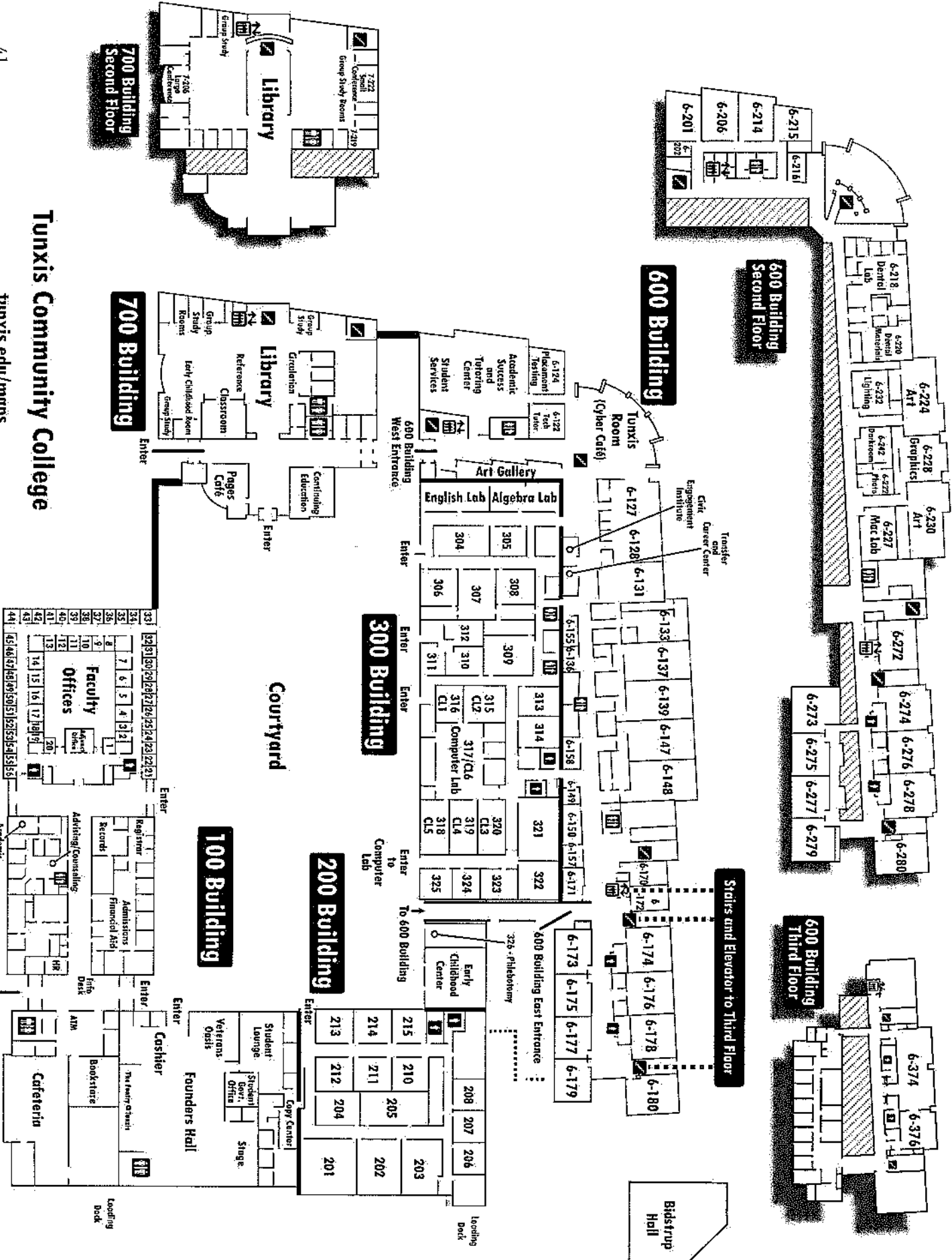
Date

RETURN COMPLETED FORM TO DEAN OF ADMINISTRATION

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Tunxis Community College

tunxis.edu/maps



EMERGENCY PROCEDURES

Police/Fire/Medical	911	Information Desk	0
Security Cell Phone	860-541-0600	Dean of Student Affairs	860-773-1480
Title IX Coordinator	860-773-1646	Emergency/Weather Line	860-773-1301

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