

EMERGENCY ACTION PLAN

## 1. INTRODUCTION

TRCC is committed to creating and maintaining a safe and secure environment for the entire College community. Planning is essential to the realization of that goal; and, the Emergency Action Plan (EAP) is the planning tool to accomplish that end.

Every effort has been made to make each section of the EAP a stand-alone document without requiring the user to cross reference other sections. Wherever that effort proved not to be practical, the reader is directed to the appropriate appendix.

Emergencies may arise as the result of accidents, safety hazards, natural disasters, and the actions of individuals at risk to themselves and/or others. It is incumbent on each member of our College community to become familiar with the information provided in the EAP in order to react effectively should an actual emergency arise. The EAP is intended to provide an overview of TRCC procedures in general and actions to be taken in response to specific emergencies. The EAP offers a set of basic procedures to assist and guide each individual should an actual emergency arise. Some of these procedures are summarized below:

- **Don't let an emergency surprise you...plan ahead for what you need to do if an emergency happens:** This is the most effective tool for dealing with any type of emergency situation. Ask yourself the questions: What is the worst thing that can happen with any type of emergency? If that should happen, what exactly can and should you do? Who should you call? What resources do you have at your disposal that can be of assistance in the emergency? Once you have thought about this, discuss it with others who may have more experience in this area. Having done this you will find that you are much better prepared and less apprehensive about a potential emergency situation.
- **Beware aware of what's happening near you:** Look around. Are things the way they should be? Or, is a light out in the parking lot or over an emergency exit? Is a window broken? Does a condition exist that looks like an accident waiting to happen? Should that door be left unlocked when nobody is around, or does that piece of equipment present a tempting target for vandalism or theft? Is that person really okay or is he or she in need of assistance?
- **If things don't look right REPORT IT or CALL FOR ASSISTANCE!!** Don't pass it by... tell someone about it. The Security Desk in the main lobby is staffed at all hours when the College is open. You can report an emergency to the Security Desk on any internal College phone and Emergency / Assistance phones mounted in the hallways by dialing the Emergency Hot Line on extension 55555; or request non-emergency assistance from Security by dialing extension 22222. You also will automatically be connected to the Security Desk by pressing the button on any of the "Blue Phones" located in the parking lots and at strategic locations around the campus. The Security Desk can also be reached by internal College office phones, cell phones or other external

## Three Rivers Community College

### EMERGENCY ACTION PLAN

phones by calling 860-215-9053. All Security listings are set forth in the College phone directory and included with a complete listing of emergency numbers in Appendix A to this guide. If the situation is serious enough, call 911 for outside assistance.

- **After you have called, and without endangering yourself, assist in any way you can!** Stay with and talk to an injured person until help arrives. Help the elderly, the handicapped, or the child to exit safely during a building evacuation. Show the responding maintainer where the problem is located.
- **When any type of incident or emergency happens, as soon as you get a chance, please WRITE IT DOWN!** Although Security is responsible for documenting all incidents occurring on campus on their own Incident Report forms; if your involvement in an incident requires first person reporting, e.g., you receive a bomb threat call, witness a crime or accident, you should document your involvement and observations on a TRCC Incident Report Form, a copy of which is contained in Appendix B; or on the Bomb Threat Report Form, a copy of which is contained in Appendix C. In the case of a bomb threat, all details must be immediately reported to the Security Desk, along with your original Bomb Threat Report Form. Should you directly notify a law enforcement agency of the bomb threat at TRCC, please provide the external Security Desk phone number (860-215-9053) as a call back number for further information.

Your **common sense**, your **voice**, and your **active involvement** play a major role in the safety and well being of our organization. Please be a part of the team that keeps Three Rivers a safe place to work and learn.

The EAP can be accessed from the Administration drop down menu under the Safety & Security Information link on the TRCC home page [www.threerivers.edu](http://www.threerivers.edu). Sections of the EAP can be accessed from active links listed in the EAP Table of Contents. EAP Sections are posted as PDF files and require Adobe Acrobat Reader which can be downloaded at no charge from Adobe's web site.