

Three Rivers Community College

EMERGENCY ACTION PLAN

2. REPORTING COLLEGE EMERGENCIES

Three Rivers Community College (TRCC) relies upon the Contract Security Guard Force to receive reports of internal campus emergencies and initiate the appropriate response to the emergency. The Contract Security Force is under the direct supervision of the Dean of Administration.

Whenever the College is open, the Security Desk in the main lobby is staffed by a Security Guard. All calls placed to the Emergency Hotline on extension 55555 are routed to, and only to, the VOIP telephone located at the Security Desk. During emergencies when the main College building is evacuated, the VOIP telephone will be relocated from the Security Desk to the primary Emergency Operations Center located at the Central Utility Plant (CUP) building.

Similarly the Assistance Line, Extension 22222, also is routed only to the VOIP telephone at the Security Desk. Use any internal phone or the emergency phones strategically placed in the hallways throughout the college to notify the TRCC Security Desk of the nature and location of all emergencies on the Emergency Hot Line. In the event the aforementioned extensions are busy, the Security Desk can also be reached on Extension 59053; or if circumstances preclude the use of an internal Campus phone, and you are required to use of a cell phone to report an emergency, the Security Desk can be reached directly by calling (860) 215-9053.

The Security Desk will determine if you have already reported the emergency to 911, and if such notification has not been made Security will initiate the 911 call and notify appropriate TRCC staff members as circumstances dictate.

During any emergency you should not be the least bit hesitant to call 911 directly for assistance. However, whenever possible utilize the emergency phones or other internal phones to call 911; and unless faced with no alternative, avoid the use of cell phones to call 911 as the routing of cell phone calls could delay emergency response to the TRCC campus.

A comprehensive fire and evacuation plan is set forth in Section 14 of this Emergency Action Plan. In the event a fire is discovered in an area it is essential that you: (1) Activate the manual pull station building alarm; (2) If possible, Dial 911 from one of the Emergency phones located throughout the building; and unless faced with no alternative, avoid the use of cell phones to call 911 as the routing of cell phone calls could delay emergency response to the TRCC campus; and (3) Use Emergency phones to notify the TRCC Security Desk of the nature and location of the fire or emergency on the Emergency Hot Line, extension 55555.

Whoever makes the 911 call should provide as much specific information about the emergency as possible to the 911 operator so that they can dispatch the best emergency response team. The reporting caller should remain on the line and continue to provide as much possible additional information as requested until released by the 911 operator.

In the event you have reported the emergency directly to 911, it is very important to notify the Security Desk as soon as possible of the emergency once you have placed the 911 call. It is

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imperative that the facts surrounding the emergency be reported accurately and completely to the Security Desk. In the event the 911 operator requests a call back number, provide your direct number, not the main College number. You can, and should provide the direct outside Security Desk number (860-215-9053) to responding fire and law enforcement agencies; particularly if the main Campus building is being evacuated.

The Security Desk will in turn make the appropriate notifications to College staff members by phone or radio depending on the time of day of the emergency and the availability of staff members on campus. Staff members will in turn make their notifications to their chain of command. Notifications at a minimum will include the Dean of Administration, or in his absence the Dean of Student Services; the Director of Facilities and / or the Senior Maintenance staff member on the evening shift; the Evening Services Assistant or in the absence of that staff member the Evening Administrator. The aforementioned College staff members will make further notifications as required.

Although Security generates and forwards Incident Reports on all incidents occurring on campus to the Dean of Administration for further dissemination; it is important that faculty and staff directly involved with an incident prepare their own contemporaneous reports of their direct knowledge of the incident. Copies of your Incident Reports and Bomb Threat Form should be immediately provided to Security and forwarded to the Dean of Administration. This is particularly important in the case of bomb threats where any and all information concerning the nature and details to include your impressions of the caller, his/her direct statements, inflection, use of colloquialisms and any other information may prove essential to assessing the threat. The following forms can be found in the appendix.

- **Incident Report:** Virtually any type of incident or problem occurring at the College may be reported on this simplified form. Information reported is followed by the Dean of Administration until all required corrective action is completed. Information reported is also included in the annual statistics which must be reported each year to all faculty, staff, and students. A copy of the Incident Report Form is contained in Appendix B of the EAP.
- **Bomb Threat Information Form:** This form captures as much information as possible in the event a bomb threat is received by telephone. The data requested on the form is designed to discover specifics about the potential bombing and at the same time provide some additional information which will be useful in a subsequent bomb investigation. Guidance related to dealing with bomb threats is contained in Section 15 of the EAP (Bomb Threats); and, a copy of the Bomb Threat Information Form is contained in Appendix C.
- **Employee Accident Report:** When any employee is injured while on duty an accident report (DAS Form WC207, available at the Human Resources Office) must be filed with the Human Resources' Office. Must be completed and files with the Human Resources Office.