

EMERGENCY ACTION PLAN

5. DEFINITIONS

The Dean of Administration serves as the overall Emergency Director during any major emergency or disaster.

The following definitions of a crisis and emergency are provided as guidance to assist staff in determining the appropriate response.

Crisis Situation

A crisis situation is defined as any situation or event that is identified by the President or her designee as having a significant adverse impact on the campus community as a whole.

Emergency

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.

Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

Public Health Emergency: An occurrence or imminent threat of a communicable disease, except sexually transmitted disease, or contamination caused or believed to be caused by bioterrorism, an epidemic or pandemic disease, a natural disaster, a chemical attack or accidental release, or a nuclear attack or accident that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long-term disability. During a public health emergency, direction for all higher education institutions will come from the Connecticut Department of Public Health. However, it may be necessary for the President and Dean of Administration to make decisions about College operations dependent upon local conditions.

Building Emergency: A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exists which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Dean of Administration shall be notified immediately. The Dean of Administration will immediately inform the President. The President and the Dean of Administration shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by Public Relations Associate. Any inquires from media representatives are to be referred to that office.

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Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Assumptions: The Emergency Action Plan is predicated on a realistic approach to the problems likely to be encountered on the campus during a major emergency or disaster. Therefore, the following are general possibilities:

- a. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- b. The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the College. Therefore, city, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- d. A major emergency may be declared if information indicates that such a condition is developing or is probable.
- e. The routes of ingress and egress to the College may be restricted.