

EMERGENCY ACTION PLAN

8. INITIAL EMERGENCY PROCEDURES

The initial point of contact for reporting College emergencies during the normal operating hours is the Security Desk. Emergencies should be reported to the Security Desk by calling the Emergency Hotline, extension 55555 from interior phones, (860) 215-9053 from outside landlines or cell phones or from the exterior Blue Emergency Phones located throughout the campus.

The Norwich Police Department and the Connecticut State Police, Troop E, maintain the Security Desk phone number for reporting incidents which could possibly impact the campus during normal hours of operation; and, the home and cell phone numbers of Dean of Administration for emergency reporting during off hours.

Notifications of building alarms received by ADT are reported by ADT to the Director of Facilities, who in turn will follow the same notification procedure detailed below.

During normal hours of operation the Security Site Supervisor will directly notify the Dean of Administration of the emergency during normal business hours; or during evening hours and on Saturdays notify the Evening Services Assistant who in turn will notify the Evening College Administrator of the emergency.

All emergency notifications must ultimately be reported to the Dean of Administration; or in his absence his designee or the Duty Administrator.

1. The Dean of Administration, his designee or the Duty Administrator will take the following initial steps upon receipt of notification of a College emergency:
 - a. Ensure that the appropriate alarms, calls and / or warning systems have been made or activated as appropriate (e.g. fire alarm, 911 dispatch, radio, VOIP and public address systems, the Emergency Notification System) to notify emergency responders and alert the campus community of the emergency or approaching / imminent danger.
 - b. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
 - c. Notify the President of the emergency / disaster and other key staff as appropriate.
 - d. Activate the Emergency Operations Center Team.
2. The Public Relations Associate will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will be coordinated by the Public Relations Associate.