

EMERGENCY ACTION PLAN

22. GENERIC CAMPUS CRIMES

Criminal activity on campus can take many forms. Specific violent criminal acts as they related to the active shooter and the violent actor with homicidal intent, and the theft or vandalizing State property are respectively addressed in Sections 20 and 29 of the EAP. However, other crimes against the person to include threats and assaults, thefts of personal property and other forms of criminal activity can occur on campus; and the procedures for reporting and dealing with those forms of criminal activity are addressed in this section of the EAP.

All forms of crime on campus must be reported to Campus Security as soon as possible. The Security Desk in the main lobby is staffed by a Security Guard whenever the campus is open.

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. All calls placed to the Emergency Hotline on extension 55555, the Non Emergency Assistance Line, Extension 22222, the Security Desk extension 59053 (or calls from an outside line to (860) 215-9053) and the Emergency Blue Phones in the parking lots and around the exterior of the main campus building 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.

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. Should you contact 911 directly, it is imperative to contact the Security Desk as soon as possible. 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.

Security will dispatch a Security Officer to the scene and document the crime on an Incident Report Form. 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.

Police Officers of the Norwich Police Department (NPD) are considered first responders for generic criminal activity, as well as automobile accidents, occurring on campus. A memorandum of understanding with the NPD and the Connecticut State Police is currently in draft form and will be included in a future appendix to the EAP when finalized.