

EMERGENCY ACTION PLAN

**23. FACILITIES EMERGENCIES**

Facilities emergencies arise from a disruption of campus utilities, services and / or as the result of a material spills; which require a response from the Facilities Department, emergency service personnel or professional commercial assistance. Such emergencies may include, but are not necessarily limited to: electrical power outages and problems; water leaks and ruptured water lines; gas leaks; sewage problems; and hazardous or non-hazardous material spills.

Facilities emergencies should be reported to Campus Security which in turn will report the emergency to the Facilities Department by radio. 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 the emergency 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 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 the Facilities Department and appropriate TRCC staff members as circumstances dictate.

The Director of Facilities will advise the Dean of Administration or Duty Administrator of what damage has occurred and what corrective action should be taken. If the situation warrants building evacuation, that action will be taken in accordance with standard building evacuation procedures as set forth in Section 14 (Fire and Evacuation Plan) of the EAP. In this event, the Duty Administration will coordinate these actions with the Dean of Administration, the President, and other College officials as appropriate.