

Three Rivers Community College

EMERGENCY ACTION PLAN DRAFT REVISION

**APPENDIX A: EMERGENCY TELEPHONE NUMBERS**

**To Report Internal College Emergencies and Problems:**

- The TRCC Security Desk can be accessed from any internal VOIP phone by dialing the Emergency Hot Line, extension 55555. Non-emergencies requiring Security assistance can similarly be accessed by dialing extension 22222.
  - If you are using a cell phone or any other non VOIP phone, the Security Desk can be contacted directly by dialing (860) 215-9053.
  - In addition to the Emergency Hot Line (5555) direct reporting of an emergency to local authorities from internal VOIP phones can be made by dialing 911.
- It is essential that in reporting the incident directly to authorities that they are provided with a direct number for return calls to the complainant. You should never provide the main College number to the law enforcement agencies identified below.
  - It is recommended that the direct outside line to the Security Desk (860) 215-9053 be provided to law enforcement agencies as a call back number.
- Complete details and contact information concerning all incidents must be reported to Security on the College Emergency Number as soon as possible. The Security Desk direct outside line (860) 215-9053, interior extension Emergency Hotline Number (55555) and Assistance Number (22222) will be continuously staffed and monitored.
  - In the event of evacuation of the main building all of the above VOIP phone lines will be relocated to the Emergency Operations Center in the Central Utility Plant (CUP) Building.

**Local, State and Federal Emergency Telephone Numbers:**

- Norwich Police and Fire Dispatch 911
- Norwich Police Department non emergency assistance
  - Dispatch or Shift Supervisor (860) 886-5561
- Connecticut State Police, TROOP E – Montville (860) 848-6500 / (800) 953-7747

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- Connecticut State Police Emergency Services Unit
  - Notification on a 24/7/365 basis by calling the State Police dispatch line at State Police Headquarters (800) 842-0200
- Federal Bureau of Investigation (203) 777-6311
- U.S. Postal Inspection Service (877) 876-2455
  - Twenty-four hour emergency number to contact the local Duty Inspector. Once the number is reached you are presented with a number of options. Select Option 2 for emergency situations and the call will automatically be routed to a special operator for assistance.

**Other Important TRCC Numbers:**

- Dean of Administration 860 215-9002
- Dean of Student Services 860 215-9003
- Director of Facilities 860 215-9236
- Maintenance Supervisor and Maintainers  
Contact Security Desk as noted above for notification of Maintenance by radio.
- Evening Assistant 860 215-9016