

 Naugatuck Valley Community College

EMERGENCY RESPONSE PLAN

November 2013

CONTENTS

Introduction.....	2
Policy Statements.....	2
Authority.....	3
Definitions.....	3
Critical Incident Levels.....	4
Concept of Operations	5
Command.....	5
Critical Incident Management Team (CIMT).....	5
Processes of the Critical Incident Management Team.....	5
Specific Responsibilities.....	6
Emergency Notification Systems.....	7
EMERGENCY RESPONSE PLAN	8
Annex: Active Shooter Response Plan	8
Annex: Bomb Threat Response Plan	10
Annex: Campus Evacuation Plan.....	14
Annex: Civil Disturbance Response Plan	16
Annex: Earthquake Response Plan	18
Annex: Fire Response Plan.....	21
Annex: Hazardous Materials (HAZMAT) Release/Spill Plan.....	24
Annex: Hurricane Response Plan	27
Annex: IT Disruption/Failure	30
Annex: Letter/Package Containing a Potential Biological Threat	33
Annex: Medical Emergency	37
Annex: Shelter In-Place Plan.....	39
Annex: Telephone System Malfunction/Failure	41
Annex: Terrorism and Weapons of Mass Destruction(WMD Response Plans	43
Annex: Tornado Response Plan.....	48
Addendum.....	51
IX - Utilities	51

PREFACE

The procedures and directions contained within the Emergency Response Plan apply to all personnel and properties owned, leased or operated by the State of Connecticut at Naugatuck Valley Community College (NVCC). The basic procedures outlined in this manual are intended to enhance the protection of life and property through effective use of NVCC and outside agency resources.

This Emergency Response Plan has been designed to prepare members of the NVCC community for potential emergency situations. No manual or guide can provide direction for every conceivable emergency scenario; this plan does, however, offer basic guidelines necessary to cope with most emergencies likely to occur on NVCC properties.

NVCC employees are expected to follow the suggested guidelines in this plan. Administrators, whose authority and responsibilities are found in this plan, are specifically expected to consider the contents of these pages as policy and procedures of the College. Any exception to the emergency response management procedures will be with the approval of those NVCC administrators actually directing or coordinating the emergency operations and in accordance with the Connecticut General statutes.

GENERAL INSTRUCTIONS FOR ALL FACULTY, STAFF AND STUDENTS IN CASE OF AN EMERGENCY

- Respond as directed by alarm system or persons who are in control.
- Do not question whether an alarm or warning is false or actual, simply evacuate.
- Comply with instructions provided by first responders or first responder-designees.
- Keep calm; do not shout during any emergency. Panic will injure more persons than a fire or an explosion.
- Be familiar with the evacuation plan diagrams of each building where you might be located. Be familiar with all exits from the room, lab, office, etc., you are located in. Be familiar with the location of the alarm system pull stations and extinguishers. Be familiar with all gas shut-off outlet locations in laboratories.
- Be aware of any disabled or challenged persons within your area. Discuss these procedures with them before an incident occurs.
- **Do not** utilize the phone system – except to sound the alarm or report casualties.
- **Do not** use the elevators.
- The fire alarm system is monitored by the NVCC Public Safety Department and the Waterbury Fire Department.

REMEMBER THIS PLAN IS ONLY A GUIDELINE. CIRCUMSTANCES AND RAPIDLY EVOLVING EVENTS ARE COMMON DURING ANY FORM OF DISASTER.

Introduction

NVCC can be threatened by emergency and disaster situations both natural, such as hurricanes, tornados and fires, and man-made, such as hazardous material accidents, civil disorders, criminal and terrorist threats.

The purpose of the NVCC Emergency Response Plan (ERP) is to provide guidance and structure to shape the response and actions of College academic, administrative and support departments in a crisis and to provide support through the Critical Incident Management Team (CIMT).

Policy Statements

- A. NVCC is committed to supporting the safety and welfare of its students, faculty, staff, and visitors.
- B. All members of the College community are expected to follow the policies and procedures of the College in the event of an emergency and for acting in accordance with instructions given by the emergency responders and the President and/or her/his designees.
- C. The College will conduct regular planning to minimize the risk of personal injury, and property loss from critical incidents; will cooperate and assure compliance with local, state and federal agencies and directives related to disaster preparedness, response and control; and will take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or disaster.

Authority

This ERP for NVCC is intended to provide a framework within which to structure the response and resources of the College for any critical incident affecting NVCC. The ERP is activated when an emergency affecting the College reaches proportions that cannot be resolved by standard operating procedures. This emergency may be sudden and unforeseen, or there may be varying periods of warning. The ERP is intended to be sufficiently flexible to accommodate contingencies of all types, magnitude and duration.

All proposed amendments must be submitted in writing to the Director of Public Safety, who shall submit suggested changes to the Provost/Senior Dean of Administration for consideration and possible adoption by the College's President.

The CIMT, under the direction and guidance of the Director of Public Safety is responsible for coordinating, facilitating, and providing (as appropriate per the type of incident) basic guidelines for emergency and counterterrorism planning, response, mitigation, and recovery, reviewing completed plans, coordinating emergency planning, training and exercises with other jurisdictions and agencies, and managing critical incidents.

Definitions

Critical incidents are those situations that have the potential to cause injury or loss of life to faculty, staff, students or the public, major disruptions of regular activities, or property or environmental damage or loss, or that can threaten the financial standing or public image of the College.

The following are examples of events that may be designated as a critical incident, which would activate the Critical Incident Management Team (CIMT), as defined below. These are merely examples and do not constitute a comprehensive list of possible crises:

- a. Fire, explosion, hazardous substance spill or other damage to College property, which may require closing the site temporarily or permanently.
- b. An incident resulting in or with the potential for fatality or major injuries.
- c. A natural disaster that disrupts the College's regular functions.

Critical Incident Levels

Critical incidents are classified according to their severity and potential impact, so that the response is commensurate with the actual conditions. There are three levels of incidents:

Level One Incident

A Level One incident is a minor, localized incident that occurs in a building or specific area of College property or affects a small portion of the College community and that can be quickly resolved with existing College resources or limited outside help. A Level One incident has little or no impact on College operations except in the affected area.

Normally a Level One incident would not require activation of the CIMT. The area affected should coordinate a response directly with the appropriate responders, such as campus public safety, facilities operations and/or environmental health and safety. In some cases it may be appropriate to utilize public information systems to provide information. In such instances, the Director of Community Engagement and Marketing or his/her designee shall be asked to function as the primary Public Information Officer (PIO) and coordinate dissemination of information about the incident. Senior administrators may be alerted, as appropriate, and determine activation of the full CIMT.

Examples of Level One incidents: localized chemical spill, localized fire, and plumbing failure in a building.

Level Two Incident

A Level Two incident is a major emergency that disrupts sizeable portions of College property, community or activities. Level Two incidents may require assistance from external agencies. These events may escalate quickly, and have serious consequences for mission-critical functions and/or life-safety. Specific members of the CIMT may be convened to evaluate the scope of the incident, coordinate essential services, and provide emergency information. Other senior administrators may be alerted, as appropriate, and determine activation of the full CIMT.

Examples of Level Two incidents: building fire or other major structural damage, severe flooding, major chemical spill, extensive utility outage, or an external emergency that may have an impact on College personnel or operations.

Level Three Incident

A Level Three incident is a disaster affecting the entire campus grounds and surrounding community. Regular College operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires College-wide cooperation and extensive coordination with external jurisdictions.

The CIMT shall act to advise the President on matters impacting the College and manage the College's response to the incident.

Examples of Level Three incidents: hurricane or tornado with major damage to the College, City and County infrastructure; major earthquake; fire that threatens an extensive area of the region; widespread nuclear, chemical or biological agent contamination; or major criminal event involving possible loss of life.

Concept of Operations

The purpose of a coordinated response to critical incidents is to provide:

1. rapid and effective response to critical incidents;
2. systematic and routine approach to critical incidents;
3. conduit for promptly identifying and supporting College decision makers;
4. system for evaluating all critical incidents with the goal of providing effective plans to protect lives and property as well as reduce exposure to vicarious liability; and
5. effective management of public information.

Command

The President of the College may declare an on campus emergency and mobilize the CIMT to handle a crisis situation and to advise her as appropriate. The President may also direct the CIMT to support the City/State Emergency Operation Plan. Only the Governor may declare a State Emergency and only the President of the United States may declare a National Emergency. State and federal declarations will allow for state and federal assistance as well as financial recovery of costs incurred from the emergency.

The Director of Public Safety or her/his designee functions as the Incident Commander for the College and may direct the Incident Command Post in the event of activation.

Critical Incident Management Team (CIMT)

In the event of a critical incident, the President or her/his designee may convene the CIMT for Level Two and Level Three incidents (the former possible, the latter mandatory). The CIMT will be assembled to address the immediate crisis and will deactivate when the crisis has ended and regular operating systems are in place. The CIMT will convene at the designated Command Post for the particular incident.

Critical Incident Planning Priorities:

1. Protect human life; prevent/minimize personal injury.
2. Protect the environment.
3. Prevent/minimize damage to physical assets, including structures, research data, and library collections.
4. Restore regular operations.

Processes of the Critical Incident Management Team

Membership

The CIMT shall consist of the following regular members:

1. Director of Public Safety: Provides for and directs the initial response to the majority of emergencies. Initially may act as liaison with all involved outside agencies. Also serves as College liaison and representative in community-wide emergency planning and disaster preparedness efforts.

2. Public Safety Sergeant: Provides for the operational and tactical needs in response to the incident. May also serve as Public Safety public information officer.
3. Office of College Marketing Representative: Provides advice and serves as the primary PIO for both internal and external communication.
4. Director of Facilities: Coordinates the response of all facilities personnel and facilities-related resources.
5. Student Services Representative: Provides for and directs the needs of the campus student population, including some notification and post-incident counseling services.
6. Coordinator of Environmental and Occupational Health and Safety: Provides support and expertise as required by a specific incident.
7. Director of Information Technology: Provides support and expertise as required by a specific incident.
8. College Business Office: Coordinates the financial aspects of the incident, including vendor selection, financial recordkeeping, purchases and requisitions.
9. Faculty Representative: Provides support and expertise as required by a specific incident.

The CIMT may be expanded to include faculty and staff with specific expertise relevant to the incident at hand or others as needed. Regular members of the CIMT are responsible for having designated, trained alternates to substitute for them should circumstances not allow them to respond immediately. The College Building Evacuation and Response (BEAR) Team may be activated to support the immediate response when appropriate.

The CIMT's role is to be the initial response decision-making body for the College community on issues related to the emergency, and to support the President. The CIMT will not respond to the scene nor will the team normally manage the initial response to an incident (except for the Director of Public Safety as circumstances dictate). It is generally the responsibility of emergency responders at the scene to isolate, contain and neutralize the incident.

Specific Responsibilities

The CIMT will be responsible for:

1. Determine the scope and impact of an incident using information provided by the emergency first responders, campus public safety or other resources, as appropriate, thus providing broad oversight to the continuum of necessary responses.
2. Prioritize College response to the incident providing well vetted recommendations for action.
3. Direct the activities of the various departments that may be involved in the College response, and resolution, thus ensuring successful completion of approved responses.
4. Identify resources and equipment for field operations while ensuring resources are efficiently utilized and sustained across College divisions, departments and units.
5. Coordinate with federal, state and local officials and other institutions, as appropriate. The College follows the National Incident Management System protocol.
6. Coordinate all specialized emergency plans according to the functional activities of the College and ensure all such specialized plans are kept current and available as appropriate.
7. Disseminate timely, accurate and appropriate information (through the primary or secondary PIOs, as appropriate) to College students, faculty, staff, community and the media.

Emergency Notification Systems

The CIMT will authorize the use of College communications systems in order to transmit brief urgent messages to large segments of the College community, typically utilizing one or several of the following methods:

1. myCommNet Alert text and email messages
2. E-mail messages to the faculty, staff and student distribution systems
3. Campus wide voicemail
4. Telephone broadcast system
5. College website home page
6. Social media
7. Radio, television and newspaper outlets.

Other methods may also be employed for notifying those within the College community including telephone calling lists, public announcement systems, Simplex fire alarm messaging, two-way radios, and NVCC Police and Building & Grounds Officers, as well as other College personnel.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Active Shooter Response Plan

Classification: Level 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The potential for a shooting exists on every college campus throughout the United States. Although the possession of firearms on the campus is prohibited by College policy, their availability and the occurrence of shootings on other college campuses and in the workplace dictate the need for a response plan.

B. Priorities:

In the event this incident occurs, all faculty and staff may be requested to assist in the following:

- Notify emergency response personnel as soon as possible
- Follow the written Emergency Response Plan in rendering your classroom or work area safe
- Evacuate victims/potential victims away from the incident and to a safe location if the situation allows and/or if you are instructed to do so by emergency responders
- Provide information to emergency responders regarding victims, suspects, and details about the incident itself to assist in the emergency response

C. Expectations for Employees and Students:

Follow the written Emergency Response Plan and adhere to all directions given by emergency responders.

D. Communications:

Immediate and subsequent communications will be made through any/all of the following communications systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

Active Shooter Response Plan

E. Responsibility and Control:

- Emergency responders will have total control of the incident under the Incident Command System (ICS).
- If necessary, the CIMT will assemble to support the decision-making and response activities of the incident.
- The President will make college-related decisions based on the impact of the incident on the College.

F. Emergency and Training Plans:

- When the shooting begins or you are advised that a shooting on campus has taken place, you should do the following in any order or simultaneously:
- If possible, GET OUT. Escape to a safe location, if you determine that it is safe to do so, or if instructed to do so by emergency responders.
- If you determine that it is not safe to get out, then HIDE OUT.
- Lock classroom doors if possible. If doors can't be locked, barricade with desks or tables or other furniture.
- Move away from the doors or windows.
- Close the blinds, turn off the lights, and stay on the floor. Do not peek out of the door or windows to see what is going on.
- If in the hallway, look for an open room to hide out in.
- When outdoors, get behind a tree, wall, or fence, lay down and wait for rescue if you are unable to move to a safer location.
- If caught in an open parking lot, hide behind the front wheel/engine area.
- Call Public Safety at 203-575-8113 or dial 911. Do not hang up on the dispatcher until told to do so.

The following information should be provided to the dispatcher:

- Your name and exact location
- The exact location of the suspect(s) including building, type of building, classroom, etc.
- Describe the shooter if possible; clothing will help police locate.
- Where is the shooter now? Where did you last see him/her? What is his/her direction of travel?
- Type of weapon if known (rifle, shotgun, handgun, etc., or explosive devices).
- Tell the dispatchers if there are injuries or if anyone needs medical attention
- BE A GOOD WITNESS.
- Hang up the phone only when told to do so by the dispatcher.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Bomb Threat Response Plan

Classification: Level 2

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this plan is to establish the policy and procedures to be followed in the event of a bomb threat to the College. Whether this threat is received via telephone or through other means, quick, decisive action by all employees will help minimize potential loss of life, injury, destruction of college property, and disruption of scheduled activities.

B. Priorities:

In the event this incident occurs, Campus Public Safety Officers will work with Facilities personnel to search and identify any suspicious packages or items construed to be of explosive nature. In addition, a call-out to support response agencies, such as the Waterbury Fire and/or Police Departments and the Connecticut State Police will be determined by the Incident Commander or her/his designee.

If an explosive device is found, the CIMT will be activated and begin working towards facilitating and coordinating updates and communication for all recovery plans related to the functional areas of the university.

C. Expectations for Employees and Students:

In the event of a bomb threat, the faculty, staff, and students should follow instructions according to the information provided by the College's notification systems.

If you receive the bomb threat by telephone, follow these steps:

- Keep the caller on the phone as long as possible. **DO NOT** hang up. If possible, signal for someone to listen with you.
- Signal to someone to call the Public Safety Office at 203-575-8113.
- Use the **Bomb Threat Information Report** as soon as possible and ask questions on the report
- Identify background noises.
- After the call is over, write down impressions of the caller.

If you observe or have been notified of a suspicious package/device, immediately call Public Safety at 203-575-8113 to report the incident.

IF ANY ACTUAL SUSPICIOUS PACKAGE/DEVICE IS OBSERVED, DO NOT TOUCH OR MOVE IT!

Bomb Threat Response Plan

- Evacuate the building when instructed by Public Safety, BEAR Team or other designated Building Coordinator.
- Complete a bomb information report sheet (see next page).
- Await further orders from Public Safety or any emergency notification system.

D. Communications:

Immediate and subsequent communications will be made through the College's emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

E. Responsibility and Control:

Emergency responders will have total control of the scene. If the situation dictates, the Incident Command System will be used as directed by the National Incident Management System.

The CIMT will assemble if the situation escalates to make incident response related decisions.

F. Emergency and Training Plans:

When a bomb threat is received the director of public safety or designee will act as the coordinator for all activities in the emergency area.

The coordinator, upon receiving notification of a bomb threat will:

- Advise the President, Provost/Senior Dean of Administration and Director of Facilities.
- The provost will notify other administrative parties as appropriate.
- If necessary, notifications to local police and fire agencies and state and federal agencies if applicable, will occur through the Public Safety Office.
- Appoint and supervise a search team for the emergency area.
- Identify a "Hot Zone" and set up inner and outer perimeters.
- Evacuate the emergency area if necessary.
- If a device is found, re-evaluate the perimeters and notify the bomb unit of the supporting law enforcement agency (ies).
- Determine and confirm the safety and security of the area so normal activities can resume.

Bomb Threat Information Report

EXACT WORDING OF THE THREAT:

BACKGROUND SOUNDS:

____ Street noises ____ Voices
____ PA system ____ Music
____ Motor ____ Clear
____ Static ____ Booth
____ Factory Machinery
____ Office Machinery
____ Animal Noises ____ Other

QUESTIONS TO ASK:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?

THREAT LANGUAGE:

____ Well-spoken ____ Incoherent
____ Foul ____ Taped
____ Irrational ____ Msg. read by
threat maker

REMARKS:

DO YOU HAVE AN OPINION AS TO:

Sex of the caller: ____ Race: _____

Age: ____ Length of call: _____

Number at which call was received: _____

Date: _____

Your Name: _____

REPORT CALL IMMEDIATELY TO:

Phone number: _____

Time _____

Location: _____

WAS THE CALLER'S VOICE:

____ Calm ____ Angry ____ Nasal ____ Excited ____ Stutter ____ Slow
____ Lisp ____ Rapid ____ Raspy ____ Soft ____ Deep ____ Loud
____ Ragged ____ Laughter ____ Crying ____ Normal ____ Distinct ____ Slurred
____ Accent ____ Clearing throat ____ Cracking voice ____ Familiar ____ Disguised

If the voice was familiar, who did it sound like? _____

Letter & Parcel Bomb Recognition Points

- Use of foreign mail, air mail, special delivery
- Restrictive address: “Personal” “Confidential”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Use of titles, not names
- Misspelling commonly used words
- Oil stained or discolored packaging
- No return address
- Excessively heavy packages or letters
- Rigid envelopes
- Lopsided or uneven envelopes or packages
- Protruding wires or metal foil
- Excessive use of packaging materials, i.e. string, paper, wire, masking tape, etc.
- Visual distractions

Although no single recognition point may indicate a possible explosive letter or parcel, multiple recognition points may further increase suspicion. Items from unfamiliar persons, vendors, etc. may raise initial suspicions about a letter or parcel.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Campus Evacuation Plan

Classification: Level 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this plan is to provide an effective and expedient plan to evacuate the campus should an incident occur and campus wide evacuation is necessary for safety reasons.

B. Priorities:

In the event a campus wide evacuation is required, Public Safety will work with various campus stakeholders, including College Administration, Facilities, CIMT and BEAR team to coordinate a safe evacuation.

C. Expectations for Employees and Students:

Public Safety will work with College Administration to identify the need for an evacuation and College closure. If an evacuation is warranted, Public Safety and other key College departments will notify faculty, staff, and students through the appropriate and available communication systems. The information provided will give direction on how to respond to the emergency.

D. Communications:

Immediate and subsequent communications will be made through the College's emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

During a campus wide evacuation, **DO NOT CALL PUBLIC SAFETY FOR INFORMATION.** Calls to Public Safety during a campus wide evacuation should only involve an emergency or potential emergency situation. Public Safety resources are extremely limited, and become easily overwhelmed during an incident.

E. Responsibility and Control:

- Emergency responders and designees will have total control of the incident under ICS.
- If necessary, the CIMT will assemble to support the decision-making and response activities of the incident.
- The President will make college-related decisions based on the impact of the incident on the College.

F. Emergency and Training Plans:

Evacuation Procedures

- **College Closing**
The College President or designee will have the final determination whether or not to close the College and evacuate campus based on situational conditions. It is anticipated that sufficient time will be provided in the alert and evacuation process to permit an orderly evacuation. Should an evacuation become necessary, the College will be closed and faculty, staff and students will be required to leave the campus, with the exception of those designated as essential personnel for response to the incident that precipitated the evacuation. Individuals that are not able to leave the campus immediately may be directed to an evacuation assembly point.
- **Evacuee Assembly**
Those persons who are unable to leave the campus immediately may be directed to an evacuation assembly point. The evacuation assembly point will be designated based on the nature and level of the incident that precipitated the evacuation. Those remaining temporarily behind will be instructed to report to the designated evacuation assembly point by a Public Safety officer or designee, such as CIMT or BEAR team members.
- **Evacuation Information**
When evacuating the campus, all office doors and windows should be closed and locked. Classroom doors and windows should be closed. Take personal belongings and critical work-related belongings as re-occupation may be delayed, depending on the severity of the incident.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Civil Disturbance Response Plan

Classification: Level 2

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this policy is to establish the procedures to be followed by the faculty, staff and students in the event of a civil disturbance. Implementation of these procedures whenever necessary should minimize loss of life, injury and disruption of scheduled activities.

B. Priorities:

Most campus demonstrations are peaceful. In the event conditions exist to activate the Civil Disturbance plan, Public Safety will work with surrounding law enforcement agencies to bring the disturbance under control.

Faculty and staff are expected to assist in assuring student safety.

C. Expectations for Employees and Students:

In the event of a demonstration, those not involved should try to carry on business as usual and not provoke or obstruct the demonstrators. Should a disturbance occur, Public Safety should be notified immediately at 203-575-8113.

D. Communications:

NVCC will communicate with the campus community by any/all of the following means:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

E. Responsibility and Control:

Emergency responders will have total control of the scene. If the situation dictates, the Incident Command System will be used as directed by the National Incident Management System.

If necessary, the CIMT will assemble to make incident response related decisions.

F. Emergency and Training Plans:

If a disturbance occurs and seems to threaten the occupants of an area or a facility, report it immediately to Public Safety and take the following actions:

- Alert all persons in the area of the situation
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If evacuation is necessary, follow the Building Evacuation Plan or the College Evacuation Plan.

If you are near the civil unrest, leave the area immediately. Do not remain in the area. You may subject yourself to serious injury or death.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Earthquake Response Plan

Classification: Level 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this policy is to establish the procedures to be followed by the faculty, staff and students in the event of an earthquake. Implementation of these procedures whenever necessary should minimize loss of life, injury and disruption of scheduled activities.

B. Priorities:

While earthquakes present an unlikely hazard to Connecticut, there is a potential for substantial damage if we should suffer a significant earthquake. Unlike other natural disasters, earthquakes often occur without warning and could strike anytime. The unpredictable nature of an earthquake and aftershocks will cause great physical and social impacts over a broad geographic region.

Faculty and staff will be required to assist in assuring student safety.

C. Expectations for Employees and Students:

Since earthquakes may occur without warning and are very unpredictable, prior notification may not exist. The best course of action is to recognize that an earthquake is occurring and take safety precautions to protect life. (See below)

D. Communications:

There may be no time to communicate prior to the incident. Communications will most likely occur after the earthquake has passed, but before further aftershocks. As soon as an earthquake has been confirmed, communication will be made to the campus community.

NVCC will communicate with the campus community by the following means:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

The “all clear” signal may not come following the initial earthquake. Aftershocks can occur for some time, but will diminish over a period of time.

E. Responsibility and Control:

Emergency responders will have total control of the scene. If the situation dictates, the Incident Command System will be used as directed by the National Incident Management System.

If necessary, the CIMT will assemble to support the decision-making and response activities of the incident.

F. Emergency and Training Plans:

- Notification:

There will be no opportunity for notification. Therefore, it is important to understand the definition of an earthquake and how to recognize it.

An earthquake is a sudden rapid shaking or trembling of the earth’s surface, and could be highly destructive. It will occur without warning and a strong earthquake will cause severe damage and may include a large number of casualties over a wide area. Aftershocks may occur for some period of time, but will diminish gradually over time.

In the aftermath of an earthquake, NVCC will follow local and/or state earthquake plans. The College may activate any of its own specific plans for evacuation, chemical cleanup, etc., but the general state plan will be followed.

- Preparation:

Be aware of the safest places in your office, work area or common area. These areas should be away from heavy furniture, appliances and large panes of glass (windows, mirrors, etc.).

- Specific Actions:

During an earthquake, the following specific actions should be taken to ensure the safety of NVCC faculty, staff and students.

- If you are indoors, drop to the floor. Take cover under a sturdy desk, table or other furniture. Hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Stay clear of windows, heavy furniture, appliances or other items that may fall. Stay inside. If you are in a crowded area, take cover and stay where you are; encourage others to do likewise.
- If you are in a lab or kitchen, shut off all gas sources and stay clear of hazardous chemicals that might spill.
- If you are outside, get into the open, away from buildings and power lines. Be watchful for falling glass and building debris.

- If you are driving, stop if it is safe to do so, but stay inside your car. Stay away from bridges, overpasses and tunnels. Move your car as far out of the normal traffic pattern as possible. If possible, avoid stopping under trees, light posts, power lines or signs.

After an Earthquake:

- Check for injuries. Do not move a seriously injured person unless he or she is in immediate danger of further injuries. If you need emergency assistance, call Public Safety at 203-575-8113.
- Be aware of any structural damage around you, and if necessary and safe to do so, carefully leave the building per the “General Building Evacuation” guidelines.
- Always check for hazards:
 - Fire or potential fire hazards.
 - Damaged electrical wiring.
 - Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off.
 - Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.
- Telephone. Make sure each phone is on its receiver. Telephones off the hook can tie up the telephone network.
- Do not turn light switches on or off if a gas leak is suspected. Do not use open flames.
- Clean up potentially harmful materials and/or medicines that may have spilled per the hazardous chemical protocols. Contact the Chemical Hygiene Officer at 203-596-2153.
- Expect aftershocks. Most of these are smaller than the main earthquake. Some may be large enough to do additional damage to weakened structures.
- If you are instructed to evacuate the campus, follow the “Campus Evacuation Plan.”
- Remain in place until “All Clear” is given, unless you suspect that doing so may pose immediate danger. If no immediate danger, remain in place for evacuation instructions or “All Clear”.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Fire Response Plan

Classification: Level 1, 2 or 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this policy is to establish the procedures to be followed in the event of a fire on campus. Implementation of these procedures whenever necessary should minimize loss of life, injury and disruption of scheduled activities.

B. Priorities:

In the event a fire occurs on the campus, Public Safety will work with the Waterbury Fire Department to ensure immediate response and to minimize the loss of life and property. All campus Simplex fire alarm systems report directly to the Public Safety Department and the Waterbury Fire Department.

D. Expectations for Employees and Students:

In the event of a fire, faculty, staff and students may be asked to partner with Public Safety in order to minimize damage. This partnership will require prompt notification to emergency responders and in some cases, assistance in evacuation and extinguishing the fire.

E. Communications:

Immediate and subsequent communications will be made through the College's emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

F. Responsibility and Control:

Emergency responders will have total control of the scene. If the situation dictates, the Incident Command System will be used as directed by the National Incident Management System.

The CIMT will assemble if the situation escalates to make incident response-related decisions.

G. Emergency and Training Plans:

If a fire occurs, report it immediately to Public Safety and take the following actions:

- Know the locations of the fire extinguishers, fire exits, and fire alarm systems in the buildings.
- If a minor fire appears controllable immediately contact Public Safety. If properly trained in its use, direct the charge of the fire extinguisher towards the base of the flame.
- If an emergency exists, activate the building alarm.
- On large fires that do not appear controllable, immediately notify Public Safety and activate the building alarm. Do not hang up the phone until told to do so. Evacuate all rooms and close all doors to confine the fire and reduce oxygen.
- **DO NOT LOCK DOORS.**

- **NOTE: SMOKE IS THE GREATEST DANGER IN A FIRE, SO STAY NEAR THE FLOOR WHERE THE AIR WILL BE LESS TOXIC.**

- When the building evacuation (fire) alarm is sounded, go quickly to the nearest “SAFE EXIT” and ask others to do the same. **DO NOT USE ELEVATORS.** If possible, assist the disabled in exiting the building.
- Persons unable to evacuate due to physical challenges should report to the closest “Area of Refuge” zone. If possible, contact Public Safety to alert them of your location or ask someone else to do this for you. Remain at the Area of Refuge location until the “All Clear” is sounded or assistance arrives.
- Once outside move the assembly point away from the affected building. Keep roadways and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by **Public Safety**, its designee, or a member of the BEAR Team.
- If you become trapped in a building during a fire, do the following:
 - If possible contact Public Safety via phone to let them know you are trapped and where you are located.
 - If you are in a location with a window, put an article of clothing outside the window as a marker for rescue workers.
 - If there are no windows, stay near the floor where the air will be less toxic.
 - Shout at regular intervals to alert emergency crews of your location.
 - Try to remain calm. **DO NOT PANIC.**

REMEMBER, WHEN RESPONDING TO A FIRE: “**RACE**”

- **R – REPORT** the fire immediately to Public Safety
- **A – ACTIVATE** the building evacuation (fire) alarm.
- **C – CONTAIN** by closing all doors to confine the fire and reduce oxygen.
- **E – EXTINGUISH** by knowing the location of fire extinguishers and how to use them.

STOP-DROP-ROLL

- If you or another's person's clothing, hair or any part of your person becomes engaged by fire, **DO NOT RUN** or allow another to run. Doing so may actually "fan" the fire and cause clothes, hair, etc. to burn at an accelerated rate, creating a greater risk for the victim.
- When clothing, hair or other body parts do become engaged by fire, follow the rules of **STOP-DROP-ROLL**:
 - **STOP** Do not run
 - **DROP** to the ground or floor and cover your face
 - **ROLL** rolling around on the floor/ground may not extinguish the flames but this action may start to smother them and slow down the burning process

There are no guarantees that **STOP-DROP-ROLL** will prevent burns. This tactic, however, may help a person survive a clothing fire with less injury and allow for a better chance of survival.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Hazardous Materials (HAZMAT) Release/Spill Plan

Classification: Level 1, 2 or 3

**Department: Public Safety, Environmental Affairs and Occupational Health & Safety
Facilities**

Departmental Emergency Contact: Public Safety

A. Purpose:

NVCC has set forth safety guidelines to provide for the health, safety, and security of students and employees during a hazardous materials release/spill. Hazardous materials are stored and used in various locations throughout campus. Primary sites include the boiler rooms (Core and Founders Hall), science laboratories, manufacturing center, photo studio, maintenance shops, and waste storage area in Ekstrom Hall. There are also underground and above ground storage tanks for the storage of large quantities of fossil fuels. The Office of Environmental Affairs and Occupational Health & Safety (EAOH&S) maintains an inventory of these materials.

B. Priorities:

Every member of the faculty, staff, and student body is required to immediately report any spill or release that is potentially harmful to people or the environment to Public Safety. In instances where the hazards are not known or there is any uncertainty about the hazardous nature of a released chemical, the Public Safety Department must be notified.

The Public Safety Department will contact the Director of Facilities and the Coordinator of EAOH&S. This team will assess the hazards prior to any contact with the released material or cleanup effort and will plan a course of action. If necessary, the Waterbury Fire Department will be summoned for their assistance.

C. Expectations for Employees:

Faculty/staff members should inspect facilities assigned to them regularly and report potential hazards to their supervisor, the Coordinator of EAOH&S and/or Public Safety. In general, the steps outlined in the Hazardous Materials Incident Response Flow Diagram (see attached) should be followed. It is important that no direct contact with the released material occurs until the situation is fully assessed and the hazards are known. After the situation and hazards are evaluated, the spill will then be remediated in a manner that protects human and environmental health and complies with applicable laws.

D. Communications:

Faculty/staff members should inspect facilities assigned to them regularly and report potential hazards to their supervisor, the Coordinator of EAOH&S and/or Public Safety.

Certain steps may be taken immediately to prevent a more serious situation from occurring. These actions should only be taken if there is no direct contact with the material and it does not endanger anyone. These steps include:

- Alert people in the area and evacuate if necessary
- Attend to injuries or exposures
- Stop a leak if possible
- Confine the spill and secure the area if possible
- Collect information on the material spilled

E. Responsibility and Control:

It is the responsibility of each department to provide, as far as is reasonably practical, safe working conditions for its students and employees. Employees in departments that use or store hazardous materials must be familiar with the plans that address the prevention of spills or releases and the procedures to follow in the event of a spill or release.

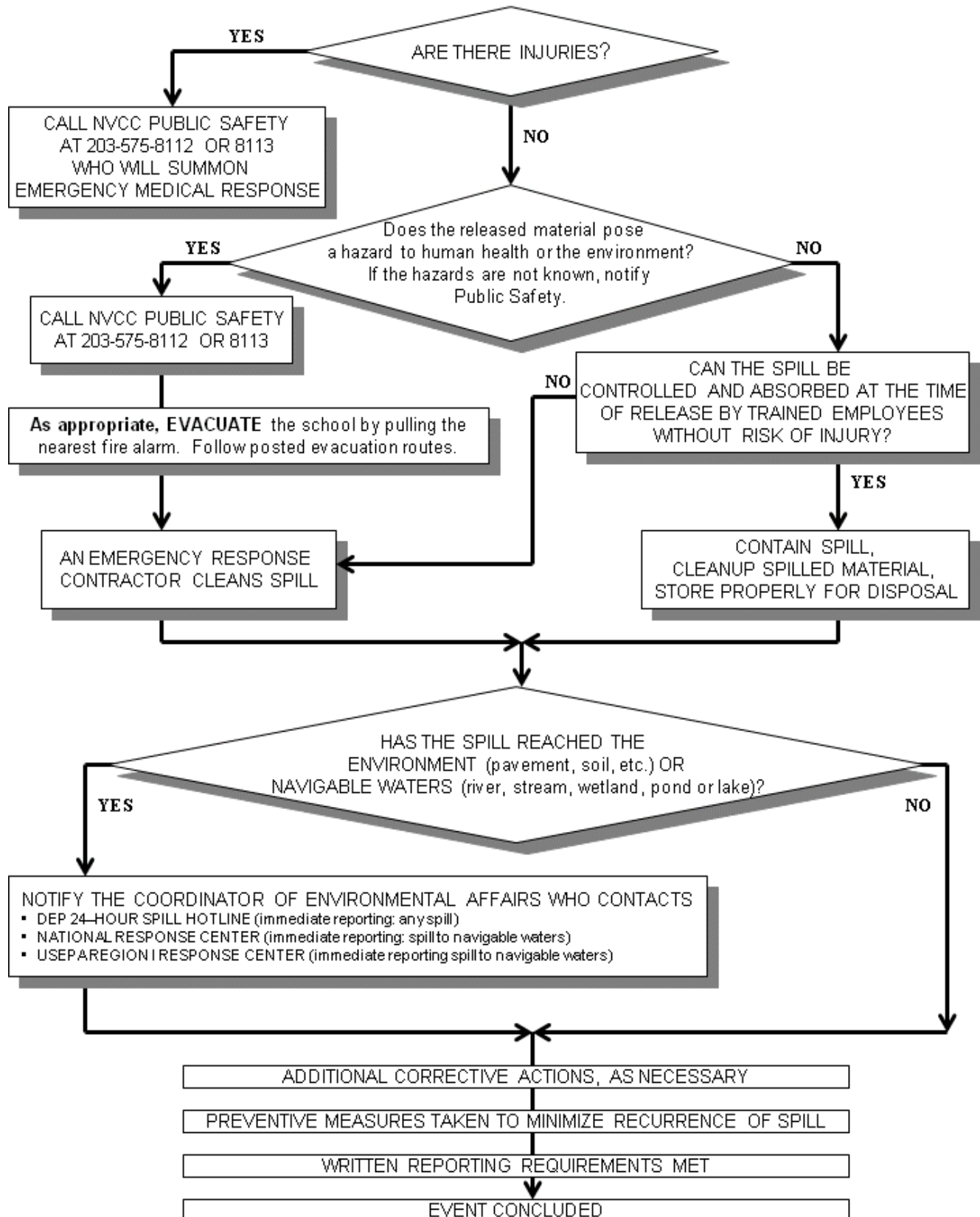
F. Emergency and Training Plans:

NVCC has the following written plans that address the prevention of spills or releases and provide detailed response procedures in the event of a release:

- Spill Prevention Countermeasures and Control (covers storage of \geq 55 gallons)
- Chemical Hygiene Plan (covers releases from science laboratories and classrooms)
- Exposure Control Plan (covers releases of blood and body fluids)
- Response to Chemical Spill or Releases
- Gas Cylinder Safety Guidance

The Chemical Hygiene Plan, Exposure Control Plan and Gas Cylinder Safety Guidance can be reviewed on the college website under “Environmental Affairs and Occupational Health & Safety”.

Hazardous Materials Incident Response Flow Diagram



**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Hurricane Response Plan

Classification: Level 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this policy is to establish the procedures to be followed by the faculty, staff and students in the event of a hurricane. Implementation of these procedures whenever necessary should minimize loss of life, injury and disruption of scheduled activities.

B. Priorities:

A “hurricane watch” means that hurricane conditions are possible within 36 hours.
A “hurricane warning” means that hurricane conditions are expected within 24 hours.
We tend to be well aware of the approach of hurricanes as the weather progresses through a series of watches and warnings issued by the National Weather Service. These intense tropical weather systems are characterized by well-defined circulation and maximum sustained winds of 74 mph or more.

In the event conditions exist to activate the hurricane response plan, the Public Safety Department will work with College Administration, Facilities and other appropriate College departments to monitor frequent weather updates.

Faculty and staff will be expected to assist in assuring student safety.

C. Expectations for Employees and Students:

When a hurricane is imminent, the College will notify the campus community and the Hurricane Response Plan will be activated.

D. Communications:

Since a hurricane is a weather condition that can be tracked, communication to the campus community will most likely occur in advance of the hurricane as it approaches/enters the state, county and local area. NVCC will communicate with the campus community by the following means:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

When the area is given the “all clear” signal and confirmed by NVCC, this information will then be disseminated via the listed means to the NVCC campus community.

E. Responsibility and Control:

Emergency responders will have total control of the incident under ICS.

If necessary, the CIMT will assemble to support the decision-making and response activities of the incident.

The President will make college-related decisions based on the impact of the incident on the College.

F. Emergency and Training Plans:

1. Notification:

- If it is apparent that a hurricane could impact NVCC and the Greater Waterbury area and/or Danbury area, College officials will monitor conditions. The CIMT will be convened in preparation to activate the ERP and the Cabinet will be convened as an Executive Policy Group to be prepared to make college-related decisions.
- Planning for impact of the hurricane will commence based on the day of week, time, college status and classes/activities scheduled on campus.

2. Specific Notification Actions:

If a hurricane is imminent, the following specific actions will be taken to ensure the safety of the NVCC campus community:

- Move all furniture, including beds, away from windows.
- Electrical appliances should be off the floor, preferably in a closet.
- Objects should be cleared from the floor and from tops of desks and cabinets.
- Faculty and staff are encouraged to go home if circumstances allow, after students have been properly notified. Exception: those personnel designated as essential personnel and/or those personnel designated as essential to the preparation for and/or response to a hurricane event.
- Close all windows tightly. Blinds should be raised all the way to the top. Curtains or drapes should be closed.
- If you are instructed to evacuate campus, follow the “Campus Evacuation” plan.

During a Hurricane:

- It is essential that everyone stay indoors throughout the entire hurricane. Do not leave your area until directed to do so by Public Safety or other campus representatives. During the peak of the storm, for maximum protection, you should close all doors and remain in hallways.
- Stay away from dangers such as glass windows and doors.
- Power failure is likely to occur during a hurricane; therefore, do not use elevators. Do not attempt to travel between floors, but if you must, use the stairs.
- Do not attempt to open windows or doors to see what is happening outside.

- Telephone calls should be made only in case of emergency so that telephone lines will be clear when needed.
- Hurricanes could spawn tornados. If this occurs, the Tornado Response plan should be followed.

After a Hurricane:

- Check for injuries. Do not move a seriously injured person unless he/she is in immediate danger of further injuries/death. If you need emergency assistance, call **Public Safety at 203-575-8113**.
- Be aware of any structural damage around you, and if necessary and safe to do so, carefully leave the building per the “General Building Evacuation” guidelines.
- Always check for hazards.
 - Fire or potential fire hazards.
 - Damaged electrical wiring.
 - Downed or damaged utility lines: stay away from downed lines, even if power appears to be off.
 - Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.
- Telephone. Make sure each phone is on its receiver. Telephones off the hook can tie up the telephone network.
- Notify the Public Safety Department of any potentially harmful materials that may have spilled per the chemical spill protocols, supervised by the NVCC Chemical Hygiene Officer.
- If you are instructed to evacuate the campus, follow the “Campus Evacuation” plan. Remain in place until “All Clear” is given, unless you suspect that doing so may pose immediate danger. If no immediate danger, remain in place for evacuation instructions or “All Clear”.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: IT Disruption/Failure

Classification: Level 1, 2 or 3

Department: All Campus Departments

Departmental Emergency Contact: Information Technology (IT)

A. Purpose:

The purpose of this plan is to establish the procedures to be followed by the faculty, staff and students in the event of an IT disruption/failure on campus. Implementation of these procedures should assist in minimizing disruption of academic and administrative services and help to avoid disruption of emergency services.

B. Priorities:

During a critical incident, the first priority related to data services is to assess the functionality of emergency communications systems.

The ability to utilize the emergency notification system (myCommNet Alert) will be determined. The functionality of the telephone broadcast service system, camera surveillance systems, building access control systems, web servers and email access will also be assessed. The ability to operate these systems is important during any critical incident. If any of these systems are disrupted, IT personnel will first work toward assuring some subset of these systems are available. If emergency notification capabilities do not exist, staff will coordinate with Public Safety so appropriate alternatives can be planned. Once emergency notification systems have been assessed and determined, IT staff will work to determine which systems are affected by the outage. This damage assessment will allow the responding staff to align business continuity needs with the action plans. Personnel will then work to restore data services to further assist in maintaining appropriate business continuity and to bring academic and business functions back to normal operating conditions (in order of priority):

- If hacking or cyber terrorism is suspected, IT staff will identify and isolate the affected systems. Depending on severity, the Public Safety or CIMT will contact other agencies, including, but not limited to Connecticut Department of Emergency Services and Public Protection, FBI, US Secret Service, US Department of Homeland Security, etc.
- IT staff will work with BOR-IT to restore campus-based services reliant upon the NVCC/BOR-IT wide area connection including Banner (student records, financial aid), payroll, email and external website access.
- Internal campus networks shall be restored to areas of critical need such as offices in the President's, Academic Affairs, Student Services and Administrative suites and other core functional offices.
- Mission critical systems shall be restored to provide core services in additional locations to provide more effective business operation.
- Remaining mission critical and non-mission critical servers shall be restored.

- Full campus network access shall be restored.
- IT Staff will work to address remaining individual client and workgroup issues. Provost/Senior Dean of Administration, Public Safety and CIMT will be informed of the status and all changes in status regarding data services. Whenever possible and without interference with other activities, the campus should be informed through non-emergency channels of the status of data services. In case of a major external data services outage that does not significantly affect or threaten NVCC's internal functioning or the safety of its constituents, but is beyond the control or reach of NVCC's IT technicians, the following steps will replace the established IT disruption Emergency Response Plan:
 - IT will apprise the Provost/Senior Dean of Administration, Public Safety and CIMT after the origin and extent of the outage have been determined. CIMT, in consultation with IT and with approval from the President, will determine if and how the extent and duration of the outage are communicated to the campus population. If available, temporary measures can be used to restore service partially or in full. This will depend on the measures' overall effect on the parts of the system not affected by the outage, such as internal functions and emergency notification systems. Once the outage is resolved, all temporary measures will be carefully removed to minimize system disruptions.
 - As the system resumes full functionality, IT will apprise CIMT. The President or her/his designee will determine, based on prior communication, how the resolution is communicated to the campus population.

C. Expectations for Employees and Students:

In the event of IT disruption/failure, the faculty, staff, and students should respond according to the information provided by the College's notification systems.

All IT staff will be available during a widespread data failure. Depending on the nature of the outage, other support staff may be required to report to campus or be on call during such an incident. In addition, the Associate Dean of IT and/or Director of IT shall be on campus. The Provost/Senior Dean of Administration should also be on campus or remain apprised of the situation throughout the entire incident and be prepared to communicate decision-making concerns to the President.

If necessary, third party contractors will be contacted to provide additional assistance to restore services.

If the data failure is the result of an overriding incident (such as fire, weather, earthquake, etc.), the parties responsible for managing the overriding incident will determine if and when it is safe for IT staff to report for duty to address the data failure.

In the case of widespread electricity loss, the Director of Facilities will be included in the key communications chain.

D. Communications:

Immediate and subsequent communications will be made through the College's emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

E. Responsibility and Control:

The Associate Dean of IT and/or Director of IT has the authority to make decisions regarding the use of college resources to address issues in this plan.

All IT personnel will be available for the duration of an outage covered under this plan. Technicians may be called on site for wiring and other technical duties.

In the event of a Level 2 or 3 incident, the College will likely assemble the CIMT and the President will convene appropriate administrative decision-makers.

F. Emergency and Training Plans:

IT staff will work with the campus to recommend alternative electronic and non-electronic means to provide business continuity.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Letter/Package Containing a Potential Biological Threat

Classification: Level 1, 2 or 3

**Department: Public Safety, Environmental Affairs and Occupational Health & Safety,
Facilities (Mailroom)**

Departmental Emergency Contact: Public Safety

A. Purpose:

Suspicious letters/packages continue to be reported to federal, state and local law enforcement and emergency response agencies nationwide. In some instances these letters/packages may include powders, liquids or other materials with a potential biological threat. While this annex is focused generally on the initial response to potential biological threats, all persons responding to or discovering such incidents must be aware of the potential for exposure to hazardous chemical and/or radiological materials in addition to biological hazards. Additionally, there may be a threat posed from secondary releases or devices. NVCC has set forth safety guidelines to provide for the health, safety, and security of students and employees during a potential biological threat via letter/package. The purpose of this plan is to establish procedures to be followed by faculty, staff and students in the event of a discovery of a suspicious letter/package with a potential biological threat.

B. Priorities:

Every member of the faculty, staff, and student body must report any discovery of a suspicious letter/package with a potential biological threat to Public Safety. The Public Safety Department will contact the Director of Facilities and the Coordinator of EAOH&S. This team will assess the hazards prior to any contact with the released material or cleanup effort and will plan a course of action. If necessary, the Waterbury Fire Department (HazMat) and/or other appropriate response agencies will be summoned for their assistance.

C. Expectations for Employees:

Faculty/staff members should inspect facilities assigned to them regularly and report potential hazards to their supervisor, the Coordinator of EAOH&S and/or Public Safety. In general, the steps outlined in the Hazardous Materials Incident Response Flow Diagram should be followed. It is important that no direct contact with the suspicious material occurs by anyone other than trained personnel until the nature of the material is determined. After the situation and hazards are evaluated by trained personnel, the material will then be handled in a manner that protects human life and environmental health and complies with applicable laws.

Letter/Package w/Potential Biological Threat

D. Communications:

Faculty/staff members should inspect facilities assigned to them regularly and report potential hazards to their supervisor, the Coordinator of EAOH&S and/or Public Safety. In the case of a perceived immediate threat, Public Safety must be called. In the event the incident requires campus wide communication, they will be made through the appropriate College emergency notification system(s):

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

G. Responsibility and Control:

If necessary, the CIMT will assemble if the situation escalates to support the decision-making and response activities of the incident.

The President will make college-related decisions based on the impact of the incident on the College.

H. Emergency and Training Plans:

The following guidelines are recommendations to follow on the initial response to a suspicious letter/package with a potential biological threat. In general, these potential threats or incidents fall into one of five general scenarios. They are:

1. Letter/package with unknown powder-like substance AND threatening communication (with or without illness):

Since there is an articulated threat, it is likely that the substance was intentionally introduced into the letter/package in an effort to validate that threat. An articulated threat itself (with or without the presence of a suspicious substance) is a federal crime.

- Contact Public Safety immediately.
- Do not touch or move the letter/package
- If contact has already been made with the letter/package, do not further contaminate the area or others.
- Isolate any persons possibly contaminated and await further instructions.
- If possible, clear the room, close the door and have someone stand by to ensure no one else enters the possibly contaminated area.

Letter/Package w/Potential Biological Threat

- Be able to identify and provide a list to public health and law enforcement officials the names (and contact information, if available) of anyone who may have been exposed to the suspicious substance.
 - The FBI WMD Coordinator and/or FBI Joint Terrorism Task Force (JTTF), a HazMat response unit, law enforcement and local public health officials will be notified.
 - In some cases, an unopened package may also be treated as a potential bomb threat and would be evaluated as such by certified bomb technicians.
2. Letter/package with a threat but no visible powder or substances present:
- Contact Public Safety immediately
 - Do not further handle the letter/package
 - Although no known powder may be visible to the eye, there could be trace amounts of material present that could present a health risk as well as provide critical forensic evidence.
 - Merely threatening the use of chemical or biological agent is a violation of federal law.
 - Appropriate law enforcement, HazMat and public health officials will be notified.
 - Follow the guidance in Scenario #1
3. Letter/package with unknown powder, no articulated threat, and no illness:
- Contact Public Safety immediately
 - Do not further handle the letter/package unless you are specifically instructed to do so
 - As there is no threat and no one is ill, it must be determined if there is a logical explanation for the presence of the substance. For example, HazMat teams have responded to a number of letters containing crushed samples from vitamin and pain-relief companies. If a reasonable explanation can be given as to the source of the substance, there is no articulated threat, and no one is ill, then no further actions are necessary.
 - If however, a reasonable source cannot be determined or there is any uncertainty, follow the steps outlined in Scenario #1.
4. Letter/package with no visible powder, no threat, but recipients are ill:
- Contact Public Safety immediately.
 - The affected person's supervisor and other appropriate college departments may also be included in the notification (e.g. HR).
 - This scenario has the most potential for ambiguity and confusion. Those who come in contact with certain toxins may not immediately appear symptomatic.
 - It may also be difficult to determine if a letter/package is actually associated with the illness.

Letter/Package w/Potential Biological Threat

- As there is no specific threat to investigate, this is primarily a public health and medical issue, but also represents a potential criminal act and will be handled accordingly by the appropriate law enforcement agency (ies).
5. Letter/package arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the letter/package:
- With strict regard to federal criminal statutes, no investigative actions are necessary in this matter. However, if other indicators are present, such as excess postage, misspelled names, unusual odors/colors, etc. contact Public Safety.
 - The United States Postal Inspection Service may also be contacted to evaluate the letter/package for potential hazards.
 - If the assessment determines that the letter/package is suspicious, follow the guidance in Scenario #1.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Medical Emergency

Classification: Level 1

Department: Public Safety

Departmental Emergency Contact: Public Safety

A. Purpose:

A medical emergency may be defined as any condition or illness that has caused a physical or psychological condition which might be severely injurious or hazardous to the victim. If there is a question as to the severity of the condition, err on the side of caution and proceed as if the condition is a life-threatening condition.

B. Priorities:

- Immediate attention to ill/injured person(s) and protection of the health and safety of the other members of the campus community.
- Communication with appropriate emergency responders and/or building occupants.
- Academic program continuity for students.
- Protection of college property.

C. Expectations for Employees and Students:

For a suspected/known medical emergency, immediately contact Public Safety.

If you are the victim, verbally call out from your location to the nearest person(s) for assistance. If no one is available and you are able, use the nearest phone or cell phone to contact Public Safety.

Supply as much information as possible concerning the injury/illness and the victim to the Public Safety dispatcher/officer.

- Give location
- Type of injury/illness
- Condition of victim – i.e. conscious/unconscious, bleeding, breathing
- Other victim characteristics – age, sex, obvious physical impairments, etc.
- DO NOT HANG UP, until told to do so or the other party hangs up first
- Do not move the victim. If you are the victim and alone, remain as still as possible.

NOTE: If there is a clear and immediate danger such as fire, HazMat, or other life-endangering element, movement may be necessary.

If the victim is conscious, obtain as much personal and medical information as possible. The victim's condition may deteriorate before assistance arrives. If you are the victim and loss of consciousness is likely, make every effort to report/record as much information as possible for the responding personnel.

Continue talking to the victim in a slow, calm voice. Another's presence is a comforting factor to the victim.

Do not leave the victim before emergency responders arrive. You may be the only source of vital personal and/or medical information.

Listen to the victim as he/she responds to the emergency personnel. The victim may, due to injury/illness, forget or misrepresent vital information.

Be prepared to assist emergency responders in any manner requested.

D. Communications:

Depending upon the level and type of medical emergency, communication may take place via telephone, email, or face to face.

Public Safety should be contacted and will be responsible for determining what additional communications need to be activated.

When contacting Public Safety from an on-campus phone or cell phone, DO NOT DIAL 911, unless you have no other alternative. The 911 system is not tied into the college communication infrastructure, and, as a result, the Public Safety office may not be aware that an emergency on campus exists.

If you must dial 911, be sure to dial 9-911 from any campus phone and be very specific in providing detailed information to 911 call taker. In addition, you may ask them to contact NVCC Public Safety, which they typically do with direct 911 calls.

E. Responsibility and Control:

All NVCC Public Safety personnel are trained in basic first aid, CPR and AED use. Public Safety officers will respond to all medical emergency calls for service and determine whether further emergency medical support and/or transport is required.

Locally, when emergency medical services are requested from private providers (AMR, Campion), Waterbury Fire Department unit responds as well. Once the victim is stabilized, the Fire Department may clear the scene and turn over treatment/transport to the emergency medical services provider.

F. Emergency and Training Plans:

For all medical emergencies on campus, Public Safety will follow departmental response and training plans and procedures in response to the medical/psychological need of the victim.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Shelter In-Place Plan

Classification: Level 1, 2 or 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this plan is to establish the procedures to be followed by faculty, staff and students in the event they must remain inside a campus building to shelter-in-place. Implementation of these procedures whenever necessary may minimize injury and even death.

B. Priorities:

In the event sheltering-in-place is required, Public Safety will work with College Administration to coordinate the plan. Faculty and staff will be expected to assist in assuring student safety.

C. Expectations for Employees and Students:

In the event of a potential shelter-in-place situation, Public Safety will work with College Administration to identify the need for a shelter in-place. Depending upon local events, Public Safety may be notified by a state directive to shelter in-place. In most cases, the College may make an independent decision to shelter-in-place in response to an incident or condition on campus. Public Safety will notify faculty, staff, and students through the communication systems. The information provided will give direction on how to respond to the emergency.

D. Communications:

Immediate and subsequent communications will be made through the College's emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

E. Responsibility and Control:

Emergency responders will assume total control of the scene. If the situation dictates, the Incident Command System will be used as directed by the National Incident Management System.

The CIMT will assemble if the situation requires it.

F. Emergency and Training Plans:

If a situation requires you to shelter in-place, you may have to take the following action:

- Stay indoors until you are advised it is safe to go out.
- Close all windows and exterior doors.
- If a HazMat/WMD incident is suspected, turn off outside ventilation systems (i.e., air conditioning, heat, fans, etc.).
- Go to a basement or lower level room without windows or outside doors, if possible.
- Follow all College emergency information sources.
- Some shelter-in-place incidents may require you to move to a designated shelter-in-place area(s). Follow directions provided by emergency responders and/or designees.
- Once sheltered-in-place, do not move to another location unless you have been directed to do so or unless remaining in the current location poses an immediate danger of injury/death.
- If possible, someone should take attendance of all persons in your area. Include name, date of birth, and emergency contact. You may be asked to provide this information to emergency responders.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Telephone System Malfunction/Failure

Classification: Level 1, 2 or 3

Department: All Campus Departments

Departmental Emergency Contact: Information Technology (IT)

A. Purpose:

The purpose of this plan is to establish the procedures to be followed by the faculty, staff and students in the event of a telephone system malfunction/failure on campus. In the event of widespread telephone failure, the IT department will determine if alternate electronic means are available for communications and also will work with appropriate parties to bring telephone services back online. Implementation of these procedures should assist in minimizing disruption of academic and administrative services and attempt to preempt disruption of emergency services.

B. Priorities:

Emergency communications are important during any critical event. If telephone services are disrupted, the IT department will first work toward assuring emergency communications are available. IT staff will determine communication with the Public Safety Department has been affected and, if so, determine alternate communications systems for emergency communications both to/from Public Safety.

Once emergency communications procedures have been established, IT staff will work to restore telephone services to further assist in emergency communications and to bring academic and business functions back to normal operating conditions (in order of priority):

- Internal campus dialing shall be restored to all individuals and offices to allow them to communicate with each other and to allow Public Safety to be dialed
- External dialing for 911 shall be restored
- External dialing to local phone trunks shall be restored
- All remaining phone services, including toll-free and long distance shall be restored
- Communication with campus administration and Public Safety will take priority
- Whenever possible and without interference with other activities, the campus community should be informed through non-emergency channels of the status of telephone services.

C. Expectations for Employees and Students:

In the event of IT disruption/failure, the faculty, staff, and students should respond according to the information provided by the College's notification systems.

All IT staff members are considered essential when responding to widespread telephone failure. All IT employees will be expected to report to campus or be on call during such an incident. In addition, the Associate Dean of IT and the Director of IT should either be on campus or remain apprised of the situation throughout the entire incident. If necessary, third party contractors will be contacted to provide additional assistance to restore services.

If the telephone failure is the result of an overriding incident (such as fire, weather, earthquake, etc.), the parties responsible for managing the overriding incident will determine if and when it is safe for IT staff to report for duty to address the telephone failure.

In the case of widespread electricity loss, the Director of Facilities will be included in the key communications chain.

D. Communications:

Immediate and subsequent communications will be made through the College's emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

E. Responsibility and Control:

The Associate Dean of IT and/or Director of IT has the authority to make decisions regarding the use of college resources to address issues in this plan.

All IT personnel will be available for the duration of an outage covered under this plan. Technicians may be called on site for necessary technical duties.

In the event of a Level 2 incident, the CIMT may assemble and the President will convene appropriate administrative decision-makers.

F. Emergency and Training Plans:

Training for the campus in general is not necessary in preparation for widespread telephone failure.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Terrorism and Weapons of Mass Destruction(WMD Response Plans

Classification: Level 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this plan is to establish the procedures to be followed by the faculty, staff and students in the event of a terrorist attack using a weapon of mass destruction. Implementation of these procedures whenever necessary may help to minimize loss of life, injury and disruption of scheduled activities.

B. Priorities:

A terrorist attack will likely come without warning. The best way to prepare for a terrorist attack or any emergency is to have an emergency plan in place.

C. Expectations for Employees and Students:

Working in partnership to protect faculty, staff, students and the learning environment on our campus requires vigilance and the sharing of information. All members of the campus community must constantly remain vigilant.

“IF YOU SEE SOMETHING, SAY SOMETHING”

Contact Public Safety.

If you can, tell someone about your suspicions/concerns. And if you are the person to whom someone has reported a suspicion/concern, contact Public Safety immediately! Delay in reporting critical information may affect the ability of Public Safety officers to properly investigate and intervene.

D. Communications:

Immediate and subsequent communications will be made through the College’s emergency notification systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

E. Responsibility and Control:

Emergency responders will assume total control of the scene. If the situation dictates, the Incident Command System (ICS) will be used as directed by the National Incident Management System.

The CIMT will assemble and the President will convene appropriate administrative decision-makers.

F. Emergency and Training Plans:

A terrorist attack will likely come without any warning. The following specific actions will be taken to ensure the safety of NVCC faculty, staff and students:

1. Preparation:

- Be alert and aware of your surroundings. Report anything suspicious.
- Be familiar with the Emergency Response Plans.
- Know the emergency exits of the campus buildings.
- Do not open mail which looks suspicious (e.g., excessive postage, unknown origin, overseas return address). (see “Bomb Threat Response Plan”).

2. During the Incident:

- Never rush into a suspected WMD terrorist event. In the event of a release of a toxic agent, you probably will not know what agent has been released. Do not increase your likelihood of becoming a victim!
- Decrease your time of exposure; increase your distance and shielding from the suspected incident.
- If you are exposed to an agent, do not flee the scene, you may expose others.
- If an emergency responder directs you to do something, **DO IT!**

3. After the Incident:

- If you are a victim of a WMD terrorist incident, expect to undergo at least primary decontamination on scene. This will probably involve the HazMat unit of the fire department using water to wash you down in a very deliberate manner.
- Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself. Report any suspicious activity to law enforcement.
- Remember, some victims may also be suspects.
- It may be necessary to “Shelter in Place” if a WMD incident occurs. Please follow the Shelter in Place plan.

G. Information and Description of Terrorists Threats:

1. Chemical Threats:

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

- Quickly try to define the area which was affected and seek “clean air.”
- Stay upwind, uphill, and upstream from any suspected contaminated areas.
- Signs and symptoms of individuals who have been affected by chemical agents may include convulsions, difficulty breathing, loss of consciousness, nausea, vomiting, and severe coughing.
- Certain chemical agents like mustard gas will redden the skin and cause severe skin and eye irritation.
- Remove all clothing and other items in contact with the body. Cut off contaminated clothing to avoid contact with eyes, nose, and mouth.
- Decontaminate exposed skin with soap and water.
- Flush eyes with lots of water.
- Seek immediate medical assistance.

2. Biological Threats:

Biological attacks are the deliberate release of germs or other biological substances that can make you sick.

- Biological agents are especially dangerous because they can be spread by natural convection or air currents. Ventilation systems in buildings or transportation facilities may actually become part of the dissemination system.
- Signs and symptoms of individuals who have been exposed to biological agents vary depending on the organism. Many signs and symptoms include flu-like symptoms (i.e. nausea, vomiting, diarrhea, severe fever).
- These signs may be reported by health care officials at local hospitals.
- If you suspect your skin or clothing has come into contact with a potentially infectious substance, remove and bag your clothing. Wash yourself with soapy water immediately. Put on clean clothes and seek medical assistance. Do not self-dispatch to a hospital or care facility because, in doing so, you may contaminate others who are not adequately protected.

3. Radiological Threats:

- Radiological attacks, commonly referred to as “dirty bombs” are the use of conventional explosives to spread radioactive materials over a targeted area.
- While the explosion will be obvious, the presence of radiation may not.
- If you hear an explosion and/or you are warned of a radiation release, cover your nose and mouth and go inside to place of shelter that has not been damaged.
- Close windows and doors; turn off air conditioners, heaters, or other ventilation systems.
- If you think you have been exposed to radiation, take off your clothes and wash your body as soon as possible.
- Stay where you are and check official news as it becomes available. Report your condition and wait for further instructions.

4. Nuclear Threats:
 - A nuclear blast is an explosion which creates intense heat, a pressure wave and widespread radioactive material which can poison the air, water, and ground surfaces.
 - Take cover immediately to limit the amount of radioactivity absorbed.
 - If you take shelter, go as far underground as possible.
 - Decrease your time of exposure; increase your distance and shielding to reduce your risks.
 - Use available information to assess the threat of radioactive exposure.
5. Explosive Threats:
 - If there is an explosion, take shelter against anything sturdy.
 - If the explosion is in the building you are in, exit immediately without using the elevators.
 - If you see smoke, crawl on the floor.
 - Use a wet cloth or anything available to cover your mouth and nose.
 - Never go back into a burning building.
 - If you are trapped in debris from a collapsed building, avoid unnecessary movement so you don't kick up dust. Breathing in dust can be dangerous.
 - If possible use a flashlight or whistle to signal rescuers.
 - Always assume that an explosion is releasing some dangerous material.
 - Decrease your time of exposure; increase your distance and shielding to avoid any potential contamination.
6. Characteristics of Suspicious Packages and Envelopes:
 - Use of foreign mail, air mail, special delivery
 - Restrictive address: "Personal" "Confidential"
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Incorrect titles
 - Use of titles, not names
 - Misspelling commonly used words
 - Oil stained or discolored packaging
 - No return address
 - Excessively heavy packages or letters
 - Rigid envelopes
 - Lopsided or uneven envelopes or packages
 - Protruding wires or metal foil
 - Excessive use of packaging materials, i.e. string, paper, wire, masking tape, etc.
 - Visual distractions

7. Handling of Suspicious Packages or Envelopes:

- If the package or envelope appears suspicious, do not touch it. Leave it alone.
- Do not sniff, touch, taste, or look closely at it or any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at NVCC, call Public Safety at 203-575-8113. If not, call 911.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the health authorities and law enforcement officials.

**Naugatuck Valley Community College
EMERGENCY RESPONSE PLAN**

Annex: Tornado Response Plan

Classification: Level 3

Department: All Campus Departments

Departmental Emergency Contact: Public Safety

A. Purpose:

The purpose of this policy is to establish the procedures to be followed by the student body, faculty, and staff in the event of a tornado warning or actual tornado. Implementation of these procedures whenever necessary should minimize loss of life, injury and disruption of scheduled activities.

B. Priorities:

A “tornado watch” means that tornados are possible.

A “tornado warning” means that a tornado has actually been sighted somewhere in the warning area.

In the event conditions exist to activate the tornado response plan, the Public Safety department will work with College administration, facilities and other appropriate College departments to monitor frequent weather updates.

Faculty and staff will be expected to assist in assuring student safety.

C. Expectations for Employees and Students:

When the College becomes aware of a possible tornado or impending tornado, the campus community will be notified and the Tornado Response Plan will be activated.

D. Communications:

Immediate and subsequent communications will be made through any/all of the following communications systems:

- myCommNet Alert
- Face to Face – Direct contact by emergency responders
- Runner – Group contact by individuals moving from area to area
- E-mail – Mass messages to provide information
- Telephone broadcast system
- Website and social media – Specific messages to provide updates
- Fire alarm system announcement
- Media – Communication via local radio and television stations

When the area is given the “all clear” signal and confirmed by NVCC, this information will then be disseminated via the listed means to the NVCC campus community.

G. Responsibility and Control:

Emergency responders will have total control of the incident under ICS.

If able to do so, the CIMT will assemble to support the decision-making and response activities of the incident.

The President will make college-related decisions based on the impact of the incident on the College.

H. Emergency and Training Plans:

Notification:

- If it is apparent that a tornado could impact NVCC and the Greater Waterbury area and/or Danbury area, College officials will monitor conditions. The CIMT will be convened in preparation to activate the ERP and the President to be prepared to make college-related decisions.
- Planning for impact of the tornado will commence based on the day of week, time, college status and classes/activities scheduled on campus.

Specific Notification Actions:

- If a tornado situation occurs the following specific actions will be taken to ensure the safety of the NVCC campus community.

During a Tornado Warning:

- If you are indoors and if time allows, move to the lowest floor possible. Move into an inside wall away from windows. Everyone must remain inside the building for maximum protection. If time allows, close all doors to rooms. Assume a tuck position to protect your head and eyes and interlock your fingers behind your head.
- If you are outside and see a tornado, try to reach a building immediately.
- If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, or ravine away from power lines, buildings and trees.
- If you are driving, do not remain in your vehicle. Get out of your vehicle and follow the instructions above.
- Do not attempt to outrun a tornado.

After a Tornado Passes:

- Check for injuries. Do not move a seriously injured person unless he/she is in immediate danger of further injuries/death. If you need emergency assistance, call Public Safety at 203-575-8113.
- Be aware of any structural damage around you, and if necessary and safe to do, carefully leave the building per the “General Building Evacuation” guidelines. The Facilities Department will assume responsibility for determining the structural integrity of all affected buildings.

Always check for hazards.

- Fire or fire hazards
- Damaged electrical wiring
- Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off.
- Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.
- Telephone. Make sure each phone is on its receiver. Telephones off the hook can tie up the telephone network.
- Notify the Public Safety Department of any potentially harmful materials that may have spilled per the chemical spill protocols, supervised by the NVCC Chemical Hygiene Officer.
- If you are instructed to evacuate, follow the “Campus Evacuation” plan.
- Remain in place until “All Clear” is given, unless doing so may pose immediate danger. If no immediate danger, remain in place for evacuation instructions or “All Clear.”

Addendum

IX - Utilities

Sources

- Electric Power is supplied by Connecticut Light and Power.
- Water is supplied by the City of Waterbury Water Company
- A separate boiler complex located in the Core building powers the campus. This complex has the capability of using natural gas as primary fuel, #2 oil is secondary. Heating is provided by petroleum based #2 fuel oil or natural gas. Founders Hall requirements are supplied by boilers located at that building and are fueled by natural gas.
- NVCC owns and maintains the campus telephone system.

Loss of External Electric Power

- When commercial electric power is lost, a 500 kilowatt emergency generator transfer will be placed in service in the Core, A, S, and L buildings. Technology Hall has a 200 kilowatt emergency generator that services Technology Hall only. Both generators provide power for life safety purposes only.
- NVCC Public Safety Department's radio system has an uninterrupted power supply (UPS) which, when used in concert with the above generator, will sustain radio communications for a 48 – hour period.

Loss of Water

- NVCC possesses the capability to produce and store as much as 100 gallons of purified water as long as commercial electric power is available. This water will be utilized for emergency use only and not for common consumption or plumbing use.

Interruption of Heating Fuel Supply

- NVCC has a heating fuel oil supply of 30,000 gallons, which will sustain the Kinney, A, S, L, Core, Ekstrom, and Technology buildings for a period of 25 days. Founders Hall has an independent storage tank which holds 15,000 gallons of #2 fuel oil.