EMERGENCY RESPONSE PLAN - QUICK REFERENCE GUIDE

(Revised: August 3, 2010)

Emergency Numbers:

Campus Safety: 2222, 911 or 111

Environmental Health & Safety: 2252

Physical Plant - Work Control Desk: 2253

EMERGENCY RESPONSE PLAN - QUICK REFERENCE GUIDE 1
EMERGENCY RESPONSE TEAM MEMBERS, AND INTERNAL AND EXTERNAL RESOURCES 4
NOTIFICATION AND COMMUNICATION PROCEDURES 4
Incident Discovery and Alerting 4
Emergency Telephone Locations 5
Emergency Campus Notification 5
"Connect-Ed" System 5
Outdoor Alerting - Flashing (Blue) Lights on Campus Emergency Telephones 6
EMERGENCY RESPONSE 6
Hazardous Materials Spills - General 6
Laboratory Spills 7
Oil or Petroleum Spill 7
Acid or Alkaline Spill 8
Flammable Material Spill 8
Radioactive Material Spill 8
Sewage Spill 9
Fire and Explosion Procedures 9
Fire 9
Explosion or Aircraft Crash on Campus 10
Major Utility Failure 10
Severe Weather and Natural Disasters 11
Hurricanes 11
Thunder/Lightening Storms 12
Tornadoes 12
Major Snow Events 13
Earthquakes 13
Infectious Disease Outbreak 14
Assumptions 14
Isolation: For People Who Are Ill 14
Quarantine: For People Who Have Been Exposed, But Are Not Ill 14
Quarantine and Isolation Procedures 15
Essential Personnel 15
International Travel 15
Suspicious Packages 16
Hostile Intruders/Violent Persons 16
Warning Signs 16
Connecticut College Intervention 17
Campus Safety Response 17
Hostile Intruders in an Academic or Administrative Building 18
Hostile Intruder(s) in a Residential Building/Dormitory 18
Hostile Intruder(s) on the College Grounds 19
New London Police Response 19
Off-Campus Nuclear Incident 20
What Should You Do In A Nuclear Power Plant Emergency 20

Potassium iodide (KI) tablets....21
Bomb Threat....21
EVACUATION ROUTES, SAFE DISTANCES, AND PLACES OF REFUGE....22
Potential Causes For Evacuation....22
Evacuation Procedures....22
General Evacuation Information....22
Dormitory Evacuation....23
Academic and Administrative Building Evacuation....24
Evacuation Routes....24
Campus Evacuation....24
Campus Evacuation Procedures....25
Evacuation Information - Routes and Instructions....25
Evacuation Checklist....25
Sheltering In Place....26
Table (1) Emergency Response Team....27
Table (2) Connecticut College Internal Resource Numbers....28
Table (3) Off Campus Emergency Resources....29
Table (4) Bomb Threat Report....32
Table (5) Designated Assembly Areas for Connecticut College Buildings....33
Figure (1) Emergency Planning Zone Evacuation Routes Map....34
Attachment (A) Pandemic Disease Response Plan....35

EMERGENCY RESPONSE TEAM MEMBERS, AND INTERNAL AND EXTERNAL RESOURCES

Table (1) lists members of the Emergency Response Team, and Table (2) is a listing of internal college resources that may be required in an emergency. Table (3) lists local, State and Federal resources, as well as radio and television stations that make up the Connecticut Emergency Alert System (EAS).

Controlled, printed copies of the complete Emergency Response Plan are kept in the following locations. When amendments are necessary, copies of the amendments will be sent to the following recipients.

1. President of Connecticut College;
2. Office of the Vice President for Administration;
3. Office of the Vice President for Finance
4. Office of the Vice President for Information Services
5. Office of the Director of Campus Safety;
6. Campus Safety Gatehouse;
7. Office of the Director of Physical Plant Services;
8. Office of the Director of Environmental Health and Safety;
9. Office of the Director of Public Relations;
10. Office of the Dean of Student Life;
11. Office of the Dean of the Faculty
12. Office of the Vice President for College Relations
13. Office of the Dean of College Community
14. Information Services, Director of Technical Support;
15. New London Fire Department;
16. New London Police Department;
17. Waterford Fire Department;
18. Waterford Police Department.

An electronic version of the plan is maintained on the college intranet, "CamelWeb."

NOTIFICATION AND COMMUNICATION PROCEDURES

INCIDENT DISCOVERY AND ALERTING

All emergencies should be reported to the Campus Safety Department. From College telephones, dial extension 111 or 2222. From off campus, dial (860) 439-2222. If the College telephone system is disabled, call the Campus Safety alternate line, which bypasses the college switchboard, at (860) 444-2866, or Campus Safety's cell telephone at (860) 625-5270. To contact the New London Police from off-campus, dial 911. Do not delay reporting for any reason, other than removing yourself or others to a place of safety. If you cannot place the call to Campus Safety yourself, instruct at least two other people to either call, or report directly to the Gatehouse. When calling in any emergency, do not hang up until told to do so. Remember:

- Remain calm;
- Report immediately;
- Speak clearly and slowly; and
- Give exact location of the emergency and state the nature of the problem.
- Do not hang up until told to do so.

Emergency Telephones Locations

Most dormitory entrance phones serve as emergency phones. In addition, there are emergency phones at various locations throughout campus that connect directly to the Campus Safety Gatehouse:

Abby House - Main entrance	Arboretum - Buck Lodge	Athletic Center - NW corner of Dayton Arena, near road
Athletic Center - Lott Natatorium pool deck	Athletic Center - SE side of Field House, near track	Athletic Center - East side of Dayton Arena
Bill Hall - Green side entrance	Chapel - North side, on sidewalk to Bolles House	Earth House & 360 Mohegan Ave - Near Parking Lot to the west
Horizon Admissions - Parking lot, south of building	Larrabee House - Outside Financial Aid	Library Green - South of Crozier-Williams
MOBROC Building - On street across from Gravel Parking Lot	North Parking Lot - Near Johnson House	North Parking Lot - NE Corner
Olin Science Center - 4th floor Observation Deck	River Ridge Apartments - Across street, south of Abbey House	Route 32 Footbridge - West (Campus) side
South Parking Lot - Near Williams School	South Parking Lot - Near Winslow-Ames House	South Tennis Courts - On green across the street
Unity House	Vinal Cottage - Main entrance	

To contact the New London Police from off-campus, dial 911. Do not delay reporting for any reason, other than removing yourself or others to a place of safety. If you cannot place the call to Campus Safety yourself, instruct at least two other people to either call, or report directly to the Gatehouse. When calling in any emergency, do not hang up until told to do so. Remember:

In the event of fire, activate the nearest fire alarm pull box. Get yourself and others out of the building. Direct people to quickly walk to the nearest exit and proceed to the Designated Assembly Area for your building. See **Table (5)** for the Designated Assembly Areas.

EMERGENCY CAMPUS NOTIFICATION

"Connect-Ed" System

The most important function of any emergency plan is the ability to quickly communicate information to potentially affected individuals. To that end, the college has contracted with "Connect-Ed," part of the NTI Group, for a notification system that simultaneously sends email, voice announcements, and text messages.

"Connect-Ed" is an externally hosted, web based system that allows administrators to record and immediately transmit messages to up to six phone numbers and two email addresses per individual.

In the event of a campus emergency, all students, faculty and staff members will receive emergency messages on wired and wireless telephones, cell phones, and computers. If no one answers the phone, Connect-ED leaves the message in the end user's voice mail and reports back who received the messages and when they were received.

To ensure that the system is operating properly and contains accurate contact information, a test message will be sent once per semester.

Emergency contact information for the "Connect-Ed" system is collected from "Banner," the college administrative system. Students, faculty, and staff are required to confirm their emergency contact information every six months when they renew their network password. In addition, updates may be made through the college intranet at any time.

Designated College Relations and Emergency Response Team members will be the functional operators for the system and will be able to send out emergency warnings and communications from any computer that is connected to the Internet, or from any telephone or cell phone.

Outdoor Alerting - Flashing (Blue) Lights on Campus Emergency Telephones

(This Section left Blank)

EMERGENCY RESPONSE

HAZARDOUS MATERIALS SPILLS - GENERAL

- Immediately upon recognizing that a spill has occurred or has the potential to occur, call Campus Safety at extension 111 or 2222.
- Campus Safety will ask the caller to describe the location, nature and type of material involved in the spill.
- If the spill is estimated to be a non-emergency, Campus Safety will dispatch a patrol officer to the incident site.
- If the emergency involves a release of oil or a hazardous substance, the Emergency Response Coordinator will identify, from a safe distance, the substance of concern, quantity released, source of release, and the extent of the release, to the extent possible.
- Campus Safety will evacuate the area, if necessary.
- If the spilled material is a hazardous substance or oil, the Emergency Response Coordinator will consult with the Hazardous Materials/Spill Coordinator to determine whether Connecticut College personnel can manage the spill.
- If the Emergency Response Coordinator and the Hazardous Materials/Spill Coordinator deems that Connecticut College personnel are trained to respond to the spill, trained Connecticut College personnel will be responsible for containment and clean up of the release.
- The Hazardous Materials/Spill Coordinator and will consider potential mixing of incompatible materials and direct the emergency response team accordingly.
- If it is determined that Connecticut College personnel cannot manage the spill without outside assistance, the Emergency Response Coordinator will call on a spill response contractor to respond to the spill.
- Campus Safety will restrict access to impacted and threatened areas, as necessary.

- Campus Safety will keep unprotected personnel upwind of spill area, as necessary.
- Response personnel will avoid contact with the spilled product.
- If it can be done safely, every effort should be made to contain the spill, and prevent it from spreading. Response personnel will prevent released material from entering sewers and confined spaces.
- Response personnel will use explosion-proof and spark-proof equipment where necessary.
- The Environmental Health and Safety Director shall determine if a reportable incident occurred and facilitate reporting as required by law.

Laboratory Spills

Chemical spills are the most common cause of laboratory emergencies. In most cases, spills are "non-emergency incidents" that can be cleaned up by laboratory personnel with minimal risk. Detailed guidance regarding laboratory spills can be found in the Laboratory Safety Handbook. An online version can be found at http://www.conncoll.edu/offices/ehs

If there is a spill of a hazardous laboratory chemical and the spill meets ALL of the following criteria, the responsible faculty member may clean the spill:

- The physical (e.g., fire) and health (e.g., corrosive) hazards of the spilled material are known.
- The faculty member has the training or expertise necessary to proceed safely.
- The necessary supplies and equipment are available.
- The necessary safety/personal protective equipment is available and used.

If these requirements are unable to be met, the responsible faculty member should evacuate the area, and contact the Campus Safety at extension 111 or 2222.

If there is an immediate health threat, or a large quantity (>1 liter) of flammable or highly hazardous material is involved in the spill, evacuate the building and call Campus Safety at extension 111 or 2222. Campus Safety will call the New London Fire Department and the Environmental Health and Safety Director.

Oil or Petroleum Spill

The initial and most important requirement for this type of spill is to make every effort to contain the spill, and prevent it from entering local waterways via storm drains. Refer to the Spill Prevention, Control and Countermeasures (SPCC) Plan for detailed guidance.

Initial responders should do the following:

- Cover or in some other way protect storm drains at risk of receiving the spill;
- Stop the flow from the tank or drum;
- Block the flow of the material with "Speedi-Dri." There are bins or pails of this absorbent, located next to the spill kits in the garage, Power House, and at the Harris Dining Facility.
- Use absorbent booms and pads located in the spill kits to soak up the oil.
- Individuals other than the responders should evacuate the area to prevent the spread of oil to non-contaminated areas.

- IMMEDIATELY notify the Director of Environmental Health and Safety, or the Director of Physical Plant during normal working hours. Otherwise, contact Campus Safety, at extension 111 or 2222.

Acid or Alkaline Spill

- All acid spills should be neutralized with baking soda, bagged lime, soda ash or other appropriate material. DO NOT ADD WATER.
- Absorb small alkaline spills with sand, "Speedi-Dri (clay based kitty litter), or other inert material.
- Shovel absorbent material into drums and store in safe area (i.e., compatible with other stored wastes). DO NOT MIX CORROSIVE SPILL CLEAN UP MATERIALS WITH ORGANIC CHEMICALS, SUCH AS OIL OR GASOLINE.
- Notify the Director of Environmental Health and Safety.

Flammable Material Spill

The following procedure will be followed for flammable material spills:

- Eliminate all possible ignition sources (e.g., flame, hot surface, oxygen, etc.). Inform everyone in the immediate areas there has been a spill of flammable substance. Evacuate non-essential personnel. Note: The area must be evacuated completely if more than one gallon of highly flammable liquids is involved, as a condition of an imminent fire exists. Activate the fire alarm and call Campus Safety (at extension 111 or 2222) and Environmental Health and Safety (at extension 2252) to report the incident. Campus Safety may request assistance from the fire department.
- Secure personal protective equipment and spill pillow/kit from supervisor and call Environmental Health and Safety or Campus Safety for additional supply of spill control kits and personal protective equipment.
- Barricade the spill area and make an attempt to contain and clean up the spill using spill pillows.
- Double-bag spill pillow and firmly seal each bag, and dispose of in a sealed drum.
- Notify the Director of Environmental Health and Safety.

Note: Do not mop area with water until all liquid has been absorbed by the spill pillow. Wringing a mop saturated with a flammable liquid could cause ignition of the fumes by static spark.

Radioactive Material Spill

Spills of radioactive materials (RAM) should be handled in accordance with the Connecticut College Radiation Use Policy and Manual. Faculty members who are authorized RAM users have a copy. Radiation safety procedures are detailed in the Radiation Use Manual, which is part of the Laboratory Safety Handbook. This document may be found online at: http://www.conncoll.edu/offices/ehs.

If you are working alone and become contaminated and need help, or the spill is large, call Campus Safety at extension 111 or 2222. The Campus Safety Officer will contact the Radiation Safety Officer and/or the Environmental Health and Safety Director.

- **Stay put until help arrives!** Moving around only spreads the contamination, increasing the need for large scale clean up.
- If you know you have contaminated your skin, you should go to the lab sink and wash the area with warm water and liquid hand soap.

- Pat dry the area, and monitor with the GM meter. Repeat this until the area of the skin contamination is at background, but no more than 3 times. **You must not redden or break the skin by scrubbing too hard**.
- If there is residual contamination remaining after 3 cleaning attempts, it is important to our license commitment to allow the Environmental Health and Safety Director to properly evaluate the dose from the remaining contamination. If the radioisotope spilled on your skin is H-3, no external dose is possible. (The beta emission is too weak to penetrate your dead skin layer.) However, any isotope can be absorbed, if the chemical containing the isotope can penetrate the skin. This is why it is important to wear the appropriate gloves for the chemical hazard. Contact the Environmental Health and Safety Director for guidance in choosing the appropriate gloves.

Emergency responders will use the following procedure when cleaning up a RAM spill.

- If a small RAM spill occurs that you know just happened, the first step is to visually check yourself for spill splash. If you are contaminated, proceed as described above.
- Secure the area. All individuals in the lab must stay in place, and individuals outside must not enter until the spill is cleaned, and the area monitored thoroughly.
- If the spill is small and you are not contaminated, absorb (**don't spread the liquid with the usual wiping motion**) the liquid with Kim-Wipes or paper towels. Then spray the spot with Dow Spray Cleaner and re-blot with paper towel.
- Monitor the area and surrounding area carefully to be certain that all are at background level. Re-clean and re-monitor as necessary to complete the clean up. If you need assistance at any time, call Environmental Health and Safety.
- Properly dispose of contaminated clean up materials as radioactive waste.
- Report all spills, no matter how small, to the Environmental Health and Safety Director.

Sewage Spill

The following procedure will be followed for sewage spills:

- Analyze atmosphere for hazardous levels;
- Contain spill using sandbags; and
- Properly dispose of sandbags after spill has been cleaned up.

FIRE AND EXPLOSION PROCEDURES

At Connecticut College, a Fire Emergency is defined as being any situation in which flames or smoke is observed.

Fire

In the event of a fire, immediately notify Campus Safety, by pulling an alarm. In addition, the following actions should be followed:

- If the fire is small, and you have been trained how to use a fire extinguisher, and <u>can do so safely, with a route of escape to your rear</u>, attempt to extinguish the fire. **Note:** Only attempt to fight the fire if you are familiar with the hazards of the burning material, and have the appropriate fire extinguisher. Some laboratory chemicals are unstable and will react violently upon contact with water.

- A fire contained in a small vessel can usually be suffocated by covering the vessel with a lid of some sort.
- If your clothing catches fire, drop to the floor and roll to smother the fire. (STOP, DROP and ROLL.)
- If the fire is large or spreading, shut down any equipment that may add fuel to the fire if it can be done safely. Do not turn off any hoods in the immediate area, as they will tend to keep the area free of smoke and fumes. Leave the fire area and prevent the fire's spread by closing the doors behind you.
- Evacuate the building, closing all doors as you exit to confine the smoke and flames, and to reduce the availability of oxygen to the fire.
- Once outside, proceed to the "Designated Assembly Area," as listed in **Table (5)**. Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Provide Campus Safety and/or the New London Fire Department with the exact location, details of the fire, and chemicals that are stored and used in the area. DO NOT RE-ENTER THE BUILDING for any reason, until the all clear is given.
- If you become trapped during a fire, and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Explosion or Aircraft Crash on Campus

- Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
- As soon as possible after the immediate effects of the explosion, evacuate the building or vicinity.
- Report the emergency by calling Campus Safety at extension 111 or 2222. Give your name and describe the location and nature of the emergency.
- Do not return to an evacuated building unless told to do so by the Fire Department.

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate headcount is taken and the Incident Commander tells you it is safe to leave. The Incident Commander or designated employee will take attendance and assist in the accounting for all building occupants.

MAJOR UTILITY FAILURE

In the event of a major utility failure occurring during the regular working hours (8:30 AM through 5:00 PM, Monday through Friday), immediately notify Physical Plant at extension 2253.

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or on holidays, notify Campus Safety at extension 111 or 2222. If an emergency exists, activate the building fire alarms.

- **Gas Leak** - IMMEDIATELY cease all operations, and evacuate the building! DO NOT Switch on or off, any lights or electrical equipment. Remember, electrical arcing can trigger an explosion! Call Campus Safety at extension 111 or 2222, from a phone outside of the gas leak area.

- **Electrical/Light Failure -** Emergency lighting systems should provide sufficient illumination to exit buildings in an orderly manner.

- **Elevator Failure -** If you are trapped in the elevator, use the emergency phone to directly notify Campus Safety. If the elevator does not have an emergency phone, turn on the emergency alarm to signal for help. Both are located on the elevator front panel.

- **Plumbing Failure/Flooding -** Cease using all electrical equipment. Notify Campus Safety. If necessary, vacate the area.

- **Steam Line Failure -** Immediately notify Campus Safety at extension 2222 or operations at extension 2253.

- **Ventilation Problem -** If smoke odors come from the ventilation system, immediately notify the Campus Safety department at extension 111 or 2222, and Physical Plant at extension 2253. Activate the alarm_system. Cease all operations and evacuate the building until the all clear is given.

- **Telephone System Failure -** Utilizing alternate means of reporting (cell phones, radios or in person), notify Campus Safety at extension 2222.

SEVERE WEATHER AND NATURAL DISASTERS

Weather related emergencies may require closing of the college. Information regarding weather related closings will be communicated to the college community by use of the Weather Hotline: 439-5000, or Toll Free, at (800) 596-9452.

Hurricanes

Hurricanes have struck the region in the past with extremely high winds. If a hurricane is approaching New England, all department heads should monitor the storm via local radio, TV broadcasts, or the Internet. Directors of departments with response personnel shall pay particular attention to official forecasts from the National Hurricane Center/Tropical Prediction Center. These forecasts give projected storm paths as well as coastal city strike probabilities for a wide region.

- **Hurricane "Watch" Status:** When the National Hurricane Center issues a hurricane "watch," it means that hurricane force winds may threaten the watch area within 48 – 72 hours.

- **Hurricane "Warning" Status:** A hurricane "warning" means hurricane conditions are likely within 24 hours.
    - When a "warning" is issued, all departments should finalize storm preparations. This includes securing any sensitive records and equipment, and taking all precautions to minimize potential damage. If the college is closed, information will be announced via voicemail, local radio and TV broadcasts, as well as the college "Weather Hotline" and "Connect-Ed" system.
    - Senior Administrators and Department Heads will ensure that all preparations are completed in a timely fashion, to allow all non-essential personnel time to go home and prepare for the storm.
    - No students, faculty, or staff other than those specifically designated to work during the storm, or those who live on campus, and have no other place to go, are expected to be on campus when the campus is closed for a hurricane emergency.
    - At the hurricane "warning" stage, Connecticut College administrators, together with the Emergency Response Team, will make decisions on the possible need for on-campus shelters to open and essential personnel to work during the storm.

- Departments with outdoor equipment shall secure all loose or fragile objects that may become a hazard in high winds.
- Departments with valuable records, computers, or scientific instrumentation should secure such items by covering with plastic, moving them away from windows, or by other means. Computers are best protected by unplugging, and covering them with a large plastic garbage bags. Computer files and disks should be backed-up and moved to a safe location before bagging. The Emergency Operations Center may be activated.
- Physical Plant should ensure that emergency generators are operational.
- The Athletics Department should secure the waterfront. All boats, equipment and any hazardous materials (gasoline), should be moved indoors inside the main athletic center building, or other appropriate location on higher ground. A storm surge may flood the entire waterfront area.
- Students will be instructed to remain inside their dormitories, or designated shelter areas. All non-essential personnel on campus shall be sent home.
- Physical Plant personnel will supply tape and plastic to the occupants of buildings. They shall assist in taping windows, glass, items of concern, and help in covering sensitive equipment and furniture. The Storeroom should inventory necessary supplies and remain available for dispensing those items.
- Dining Services will remain available to provide food service to non-evacuees and essential personnel, but precautions should be taken to avoid requiring students and employees have to go out into the storm to get to a dining facility. If possible, Dining Services will prepare box meals to be distributed before the storm arrives.
- If necessary, campus streets will be closed to vehicular traffic, except those used for campus vehicles.
- The Student Health Center shall be prepared to assist individuals who are injured or ill. If the storm occurs when the Student Health Center is closed, Campus Safety Officers shall be ready to provide immediate First Aid until the injured or ill can be evacuated to an appropriate health care facility.

Thunder/Lightening Storms

All members of the campus community are advised to monitor the weather daily during the summer thunderstorm season, and to plan their work around any threatening weather conditions. Severe weather information can be obtained via local radio stations or the Internet. Faculty, athletic coaches and supervisors should be aware of their responsibility to advise employees and students who might be vulnerable to thunderstorms. Those persons should be warned to take cover when storms approach.

When thunderstorms threaten, seek shelter in a fully enclosed building or car. Avoid water, metal objects, and open spaces. Note that golf carts, trees, tents and boats are unsafe places!

If caught outdoors away from enclosed shelter, avoid contact with other people, remove all metal objects from your person, and crouch down with feet together and hands on knees.

Avoid water, open windows and electrical appliances. This includes staying off the telephone!

Tornadoes

Connecticut is ranked 42 of all 50 states in frequency of tornados, so the likelihood of a tornado affecting Connecticut College is low. However, they have occurred in the past and have caused considerable damage. In the event of a tornado, the chance of injury can be greatly reduced by following a few simple guidelines:

- BE ALERT. One of the most important things you can do to prevent being injured in a tornado is to be alert to the onset of severe weather. Most deaths and injuries happen to people who are unaware and uninformed.
- If you don't regularly watch or listen to the weather report, but strange clouds start moving in and the weather begins to look stormy, turn to the local radio or television station to get the weather forecast.
- Like hurricanes, there are two awareness levels for potential tornados: "Watch" and "Warning." If a tornado "watch" is issued for our area, it means that a tornado is "possible." If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately. The entire campus community will be alerted via "ConnectEd" when there is a TORNADO WARNING in effect.
- The basement level of all campus buildings is the designated tornado shelter. If your building does not have a basement, go to small interior rooms at the lowest possible level, such as bathrooms, halls or closets on the first floor. Avoid halls that open to the outside in any direction. Interior rooms and halls are the best locations in large buildings. Central stairwells are good, but elevators are not. If the building loses power, you may be trapped in the elevator.
- If time allows, evacuate auditoriums, gyms, and other large, open spaces, and quickly go to an appropriate shelter.
- Wherever you seek shelter, crouch down, and make as small a "target" as possible. If you have something to cover your head, do so, otherwise, use your hands. Stay away from glass walls and windows, no matter how small.

Major Snow Events

As New England is famous for its winter weather, there is always the possibility that there may be a severe snow event, sufficient to affect campus operations. Depending upon a number of factors, the Dean of the Faculty, in consultation with the Vice President for Administration, and the Director of Physical Plant will make the determination as to whether the college will be closed. If necessary, the President should be consulted. As with hurricanes, there will be "Essential Personnel" required to remain on campus, to continue basic services, and to ensure the safety and well being of all faculty, staff and students remaining on campus.

Earthquakes

As with tornados, earthquakes in this part of the country are rare, but do occur. Adhering to the following guidelines, will lessen the chances of injury:

- Remain calm. If indoors, stay indoors. Because of falling objects, the most dangerous thing to do during the shaking of an earthquake is to try to leave the building.
- Take cover under a piece of heavy furniture or against an inside wall and hold on. Stay away from shelves, glass windows, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. Remember, utility lines should always be treated as if they are "hot" or energized.
- If in a moving vehicle, move to a clear area away from buildings, trees, overpasses, or utility wires, stop and stay in the vehicle.
- Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

- Stay out of damaged buildings. Return only when authorities say it is safe.
- Provide assistance to the injured. Give first aid where appropriate. Do not move seriously injured persons, unless they are in immediate danger of further injury. Call for help.
- Be prepared for aftershocks, which can be as strong as the original tremor and may raze weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the initial earthquake.

INFECTIOUS DISEASE OUTBREAK

To contain the spread of a contagious illness, public health authorities rely on many strategies. Two of these strategies are isolation and quarantine. Both are common practices in public health and both aim to control exposure to infected or potentially infected individuals. Both may be initiated voluntarily or by public health authorities. The two strategies differ in that isolation applies to people who are known to have an illness and quarantine applies to those who have been exposed to an illness but who may or may not become infected. Connecticut College's Pandemic Disease Response Plan is provided in **Attachment A.**

Assumptions

In the event of an epidemic or pandemic disease outbreak, especially if the disease is a novel or newly emergent disease for which there is no immunity present in the population, there are several assumptions that must be considered:

- In the initial stages of the outbreak, vaccines may not be available.
- It is likely that local hospitals and health care service providers will be overwhelmed. This is because of: 1.) The overwhelming number of individuals seeking care, 2.) Healthcare workers becoming ill, and 3.) Healthcare workers electing to stay home to avoid exposure.
- State and/or federal authorities may declare a medical emergency, and require that the college temporarily close.
- If individuals are quarantined on campus, vital services such as heat and utilities, food and heath care will be required.
- Normal services such as food deliveries may be curtailed.

Isolation: For People Who Are Ill

Isolation of people who have a specific illness separates them from healthy people and restricts their movement to stop the spread of that illness. Isolation allows for the focused delivery of specialized health care to people who are ill, and it protects healthy people from getting sick. People in isolation may be cared for in their homes, in hospitals, or at designated health care facilities. Isolation is a standard procedure used in hospitals today for patients with tuberculosis (TB) and certain other infectious diseases. In most cases, isolation is voluntary; however, many levels of government (federal, state, and local) have basic authority to compel isolation of sick people to protect the public.

Quarantine: For People Who Have Been Exposed, But Are Not Ill

Quarantine, in contrast, applies to people who have been exposed and may be infected but are not yet ill. Separating exposed people and restricting their movements is intended to stop the spread of that illness. Quarantine is medically very effective in protecting the public from disease.

- States generally have authority to declare and enforce quarantine within their borders. This authority varies widely from state to state, depending on the laws of each state. The Centers for

Disease Control and Prevention (CDC), through its Division of Global Migration and Quarantine, also is empowered to detain, medically examine, or conditionally release individuals suspected of carrying certain communicable diseases. This authority derives from section 361 of the Public Health Service Act (42 U.S.C. 264), as amended.

Quarantine and Isolation Procedures

If one or more cases of a potentially quarantinable disease is diagnosed or suspected among a member of the student population, the Director of Student Health Services or the Contract Physician will immediately contact the New London Health Department and/or the Connecticut Department of Public Health for guidance. Alternately, the Occupational Health and Wellness Manager will report staff or faculty illness.

Connecticut College will follow the recommendations of public health authorities in managing any disease outbreak among members of the campus community.

- If one or more students report symptoms of a reportable/quarantinable disease, the Connecticut College Contract Physician will immediately isolate the patient in the Warnshuis Student Health Center, and request guidance from the Connecticut Department of Public Health.
- If one or more students require isolation or quarantine, the Director of Health Services, the Contract Physician, the Dean of Student Life, and the local health authority will consult with the Vice President for Administration, and determine the most appropriate campus location for housing those individuals.
- The Vice President for Administration will coordinate this plan with the Infectious Disease Response Committee, to ensure that necessary services such as housing and food for quarantined individuals are available.
- Student Health Services will coordinate with outside agencies (collection of specimens, laboratory testing, immunization, and treatment of victims).
- Student Health Services personnel will notify the families of affected students. The Office of Student Life will provide information to the remainder of the student body.
- The Office of the Vice President for College Relations will keep faculty, staff and concerned parents informed, and coordinate any media releases that are necessary.

Essential Personnel

In the event that the college is closed because of disease outbreak, certain essential services will need to be continued. Foremost among those services are security of campus facilities, and maintenance of utilities. In addition, there will most likely a need to continue some level of food services for those remaining on campus. Personnel deemed vital to maintaining basic services, will be identified beforehand, and will be given personal protective equipment, and training on appropriate infection control procedures.

International Travel

Connecticut College will adhere to the Centers for Disease Control (CDC) and State Department recommendations and restrictions regarding overseas travel for members of the campus community. Individuals suspected of being infected with a transmissible illness upon arrival in the U.S., may be subject to isolation or quarantine at the port of entry. All travelers returning from countries that have had confirmed cases of infectious pandemic illness, are not to return to campus until the incubation period has passed, and the individual is cleared by a physician. (See Appendix B.)

Foreign faculty and/or students applying for nonimmigrant visas (temporary admission) may be required to undergo a medical examination at the discretion of the consular officer overseas, or immigration officer at the U.S. port of entry. Individuals suspected of being infected with an infectious disease upon arrival in the U.S., may be subject to isolation or quarantine at the port of entry. Again, Connecticut College will adhere to any travel restrictions imposed by the State Department and the CDC for foreign faculty and students.

SUSPICIOUS PACKAGES

Infectious, toxic or explosive letters or packages may be sent to members of the campus community. Suspicious letters or packages may have one or more of the following characteristics:

- Return address or name is unfamiliar.
- Addressed to someone no longer with the college, or are otherwise outdated.
- Have no return address, or have one that cannot be verified as legitimate.
- Are of unusual weigh, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Have protruding wires, strange odors or stains.
- Excessive non-metered (stamps) postage.
- Show a city or state in the postmark that doesn’t match the return address.

If a suspicious letter or package is received at Connecticut College, the following procedures should be followed:

- Do not attempt to open the parcel. Do not shake, sniff or empty the contents.
- Isolate the parcel. Place it in a plastic trash bag or other type of container, to prevent leakage of contents.
- Leave the room, close and lock the door to prevent others from entering. Inform others to stay out of the secured room.
- Wash your hands with warm soap and water to prevent spreading any contamination to your face, the telephone or others.
- After washing, contact Campus Safety at extension 111 or 2222.

Campus Safety will notify the appropriate civil authorities, and ensure that the scene is secured pending their arrival.

HOSTILE INTRUDERS/VIOLENT PERSONS

Warning Signs

Although it is extremely difficult to prepare for an armed/hostile intruder, it should be stressed that persons who have violent tendencies, or who are mentally unbalanced may exhibit certain signs or behaviors. If you have contact with, or knowledge of, ANY individual who displays one or more of the following characteristics, you should immediately notify Campus Safety:

- Threatens harm, or talks about killing other students, faculty or staff.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.

- Suicidal thoughts or comments.
- Loud confrontational language, or physically violent behavior. Constantly starts or participates in fights.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.
- Withdrawal or signs of depression.
- Disorientation, agitation or hyperactivity.
- Bullies or intimidates. Uses verbal or written threats.
- Exhibits bizarre or paranoid behavior.
- Rambling or disconnected speech.
- Harassing or stalking behavior.
- Excessive alcohol or drug use.
- Possesses or draws artwork that depicts graphic images of death or violence.

Connecticut College Intervention

If an individual is identified as being a potential threat, the college will convene a multi-disciplinary threat assessment team to intervene with the individual, and will take whatever action necessary to prevent acts of aggression and/or violence. For cases involving students, this team will consist of the Dean of Student Life, Dean of the Faculty, Director of Campus Safety, and the Director of Counseling Services. The Director of Human Resources and the Vice President for Administration will be added for cases involving faculty or staff. If the situation warrants, the New London Police Department may also be included.

Campus Safety Response

- Upon receipt of a report of a violent intruder, Campus Safety should immediately notify the New London Police Department, relaying as much information as possible. (Number of intruders, last known location, weapons used, number and types of injuries, etc.) Senior Administrators and Emergency Response Team members shall be alerted as soon as time allows and the Connect Ed system may be activated if necessary.
- Campus Safety Officer(s) will be dispatched to the location where the hostile intruder has been reported, but should not enter the building if weapons are involved. The Campus Safety Officer should assist and direct persons evacuating the building. Campus Safety officers should approach outside incident locations with extreme caution.
- The Campus Safety officer should try to take cover in a location that will not be in the path or in the direct line of sight of the hostile intruder(s).
- The dispatch officer in the Gatehouse must maintain contact with responding New London police officers, relaying updated information as it becomes available.
- Do not sound the fire alarm to evacuate building. Persons may be placed in harm's way as they attempt to evacuate the building. Be aware that persons may be locking themselves in dormitory rooms, classrooms or offices.
- If possible, without exposing his/herself to the intruder, the campus safety officer should render assistance to the injured, pending arrival of the New London police, and emergency medical personnel.

Hostile Intruders in an Academic or Administrative Building

When a hostile person(s) is actively causing death or serious bodily injury, or the threat of imminent death or serious bodily injury to person(s) within a campus building, the following measures should be taken:

- Faculty and supervisors should immediately lock the classroom and/or office doors. If possible cover any windows or openings that have a direct line of sight into the hallway. If a phone is available, dial extension 111 or 2222.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains. Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions. If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others, and you are unable to run or hide you may choose to play dead if other victims are around you.
- Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.

Hostile Intruder(s) in a Residential Building/Dormitory

When a hostile person (s) is actively causing bodily harm or the imminent threat of bodily harm within the residential hall, the following actions are recommended:

- Lock yourself in your room.
- If communication is available, call extension 111 or 2222.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hall.
- **Do not sound the fire alarm.** A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.

- Barricade yourself in your room with desks, beds or anything you can push against the door. Lock your window and close blinds or curtains. Stay away from the window.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in the open such as hallways and lounge type areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on what actions you take. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the dorm looking for more victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, don't run in a straight line. Use trees, vehicles or any type of object to block your view from the residence hall as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area in the dorm may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.

Hostile Intruder(s) on the College Grounds

When a hostile person(s) is actively causing death or serious physical injury, or the threat of imminent death or serious physical injury to person(s) on the Connecticut College campus, the following procedures should be followed:

- Run away from the threat if you can, as fast as you can. Do not run in a straight line. Keep vehicles, bushes, trees and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.

New London Police Response

Officers from the New London Police Department will automatically assume control of the scene upon their arrival. In these situations, time may be of the essence, and it is very important that faculty, staff and students obey all orders and instructions immediately. The police response may include handcuffing or otherwise securing everyone until the situation is clarified and the perpetrator is identified. This is standard procedure and is done for safety reasons. Do not resist or argue

OFF-CAMPUS NUCLEAR INCIDENT

Connecticut College is located within 5 miles of the Millstone Nuclear Power Plant, and within 2 miles of the Groton Naval Submarine Base. Although highly unlikely, a serious nuclear power plant emergency could result in the release of radioactive material.

Emergency Sirens are located throughout the approximate 10 miles Emergency Planning Zone. These sirens are designed to alert the public of a nuclear power plant emergency, natural disaster, or other major emergency. When necessary, these sirens will be activated by emergency officials of the city of New London City. The sirens are maintained and routinely tested by Millstone Station personnel. (There is a siren on Route 32 (Mohegan Avenue), adjacent to the college.)

The sirens have the ability to emit several different tones. Each tone serves a different emergency function:

- A steady tone for three minutes (that may be repeated) signals a natural or commercial disaster such as severe weather, chemical spills, floods, or a nuclear plant emergency.
- A long wavering tone signals an enemy attack.
- A short wavering tone signals a fire.

A public address loudspeaker can transmit announcements over a limited distance from the community's emergency operations center. Remember, if you hear a steady siren tone for three minutes or more, tune in to the Emergency Alert System (EAS) on radio or television. EAS stations are listed in **Table (3).**

What Should You Do In A Nuclear Power Plant Emergency

- If you hear a steady siren tone for 3 minutes or more, turn on your radio or television and tune in to a local Emergency Alert System (EAS) station for information.
- Stay calm, and remember that a nuclear power plant emergency would most likely take hours to develop into a situation that could affect public health and safety.
- State and local officials are required to notify the public within 15 minutes of an event that may require the public taking protective actions. Campus constituencies will be kept informed by the administration, of local and State directives as long as the emergency is in effect.

The sirens are <u>NOT</u> signals to evacuate; they are intended to alert you to tune in to an EAS station for more information or instructions. Follow all instructions given by the EAS messages. You may be instructed to:

- Just remain alert and ready to respond, if necessary (the college may not be directly affected by the emergency).
- Stay indoors and take shelter (See Shelter-in-Place above.).
- Evacuate to a host community reception center that is at least 15 miles from the nuclear plant. (Connecticut College's host community center is at Windham High School, in Windham, CT. (See "Campus Evacuation" procedures, above.)
- Do not use the telephone unless it is absolutely necessary. Telephone lines are needed by local officials to respond to the emergency. Do not call local authorities unless you need special assistance.

Potassium iodide (KI) tablets

Potassium Iodide, also known by its chemical name KI, is distributed to faculty, staff and students of Connecticut College, and members of the public living within the 10 mile EPZ.

Keep in mind that KI alone does not protect you from radiation exposure. KI is meant to supplement evacuation or sheltering.

Potassium Iodide (KI) is a stable form of iodine. KI is an over-the-counter drug that protects the human thyroid gland from possible radiation injury caused by radioactive iodine (radioiodine).

Radioiodine is one possible radioactive element that may be released during an operating nuclear power plant emergency.

Taking KI saturates the human thyroid gland with stable non-radioactive iodine. It is used to provide enough beneficial iodine to the thyroid to prevent or reduce the amount of radioiodine that can be absorbed by the thyroid in the event the individual is exposed to the radioactive form of iodine. KI provides protection to the thyroid for 24 hours. Evacuation from the affected area no longer puts you at risk of exposure to the radioactive iodine, therefore another dose of KI is not necessary.

KI should only be taken as directed by State officials. If a release of radioactive iodine has occurred or is expected to occur, the public will be advised to take a KI tablet through the EAS radio and TV stations. The use of KI is only advised in emergencies where the public is likely to be exposed to radioiodine from a nuclear power plant release. Not every radiation emergency will result in the release of radioactive iodine. Emergency dosage guidance adopted by the State of Connecticut will be provided when KI is distributed.

KI should not be ingested if an individual has a known allergy to iodine. As with any medication individuals should consult their doctors if they have any concerns. Local communities distribute the tablets to members of the public living within the 10 mile EPZ. KI will not be distributed within the EPZ during any type of **nuclear** incident or **emergency**. Host communities have been provided a separate KI stockpile to be able to provide KI to evacuees that did not have access to their own tablets before they left home. Connecticut College also stocks a extra supply for members of the college community.

BOMB THREAT

If suspicious object or potential bomb arrives, or is found at Connecticut College:

- Do not handle the object! Clear the area and immediately call the Campus Safety Office at extension 111 or 2222.

If you receive a phone call bomb threat, stay calm and:

- Ask the caller:
  1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?
  4. What does it look like?
  5. Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
  6. Time of call.
  7. Age and sex of caller.

8. Speech pattern, accent, possible nationality, etc.
9. Emotional state of the caller
10. Background noise.

- Immediately call extension 111 or 2222. Fill out the Bomb Threat Report found at the end of this section.
- The Campus Safety Director or Shift Supervisor will contact the authorized personnel to conduct a detailed bomb search. Connecticut College employees are requested to make a cursory inspection of their area for suspicious objects. If a suspicious object is found, DO NOT TOUCH IT!
- If an emergency exists, activate the building alarm and report the emergency by phone.
- When the building evacuation alarm in sounded, proceed to the Designated Assembly Area.

EVACUATION ROUTES, SAFE DISTANCES, AND PLACES OF REFUGE

This section identifies primary and alternate internal evacuation routes, evacuation muster points, headcount procedures, safe distances, places of refuge, and shelter-in-place procedures. It also identifies the steps Connecticut College takes if areas outside the campus could be impacted by an emergency event at Connecticut College.

POTENTIAL CAUSES FOR EVACUATION

Certain events at Connecticut College could require partial or total evacuation of the campus. These events may include:

- Large release of a hazardous chemical.
- Fire.
- Severe weather or natural disaster.
- Human, biological or radiological threat to the campus.

Because Connecticut College does not store bulk chemicals on-site that could cause a major emergency, it is highly unlikely that a chemical release could become an emergency situation that would warrant complete evacuation of the campus. However, because of the proximity of railroads and highways that are likely to carry hazardous materials, as well as nearby nuclear facilities, the college this type of event is possible

EVACUATION PROCEDURES

The College President or his/her designee, in consultation with local, State or Federal authorities, will make the decision to evacuate all or part of Connecticut College.

A decision to evacuate Connecticut College will require employees to properly shut down any potentially impacted operating equipment, according to established departmental procedures.

General Evacuation Information

The following procedure will be followed in the event of an evacuation:

- Building evacuations will occur when the evacuation alarm sounds and/or upon notification by the Emergency Response Coordinator or Campus Safety.

- When the building evacuation alarm is activated during an emergency, head to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons. Do not use the elevators in case of fire or earthquake.
- Once outside, proceed directly to the appropriate "Designated Assembly Area" for the affected building (**Table (5)**). Stay there until an accurate headcount is taken and you have been told it is safe to leave, or are directed to an alternate location.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building unless told to do so by a Connecticut College Official.

Dormitory Evacuation

House Fellow Responsibilities

- When the alarm is sounded, immediately report to the designated assembly area.
- As the residents exit the building and report to the designated assembly area, conduct a roll call, using the dorm resident list.
- Report to a Campus Safety Officer with the names and room numbers of any residents who are unaccounted for, or are known (or presumed) to be elsewhere. Campus Safety will attempt to contact these individuals.
- Instruct residents to remain outside until Campus Safety sounds the "All Clear." Ensure that residents stay clear of emergency equipment and vehicles. In case of inclement weather, Campus Safety will direct residents to another building to await the "all clear."

Resident Responsibilities

- Upon hearing the alarm, immediately exit the building and report to the designated assembly area, shutting all doors and windows on the way out. Lock your door, and take your keys with you.
- Report to the House fellow who will be taking roll call.
- Report to the House fellow, the whereabouts of residents who have not answered the roll call, and are known (or presumed) to be elsewhere (Class, off campus, etc.). Campus Safety (or emergency personnel) will evaluate the risks of re-entering the building to look for those individuals.
- Report any pertinent information (smoke, flames, smells, injuries etc.) to a Campus Safety Officer.
- Stay calm and do not interfere with emergency responders.
- DO NOT attempt to re-enter the building, for any reason, until Campus Safety sounds the "All Clear."

Note: Every semester, the Office of Student Life will identify all students with disabilities. They will also identify able-bodied students residing in the same dorm, who will assist students with disabilities in evacuating the building.

Academic and Administrative Building Evacuation

Faculty, Department Head, Supervisors and/or Lead Person Responsibilities

- When the alarm is sounded, immediately report to the designated assembly area. As occupants exit the building and report to the designated assembly area, conduct a roll call, ensuring that all individuals for whom you are responsible are accounted.
- Report to a Campus Safety Officer with the names of any unaccounted individuals. Campus Safety (or emergency personnel) will evaluate the risks of re-entering the building to look for those individuals.
- Instruct occupants to remain outside until Campus Safety sounds the "All Clear Signal." Ensure that building occupants stay clear of emergency equipment and vehicles. In case of inclement weather Campus Safety will direct occupants to another building to wait for the all clear.

Building Occupant Responsibilities

- Upon hearing the alarm, immediately exit the building and report to the designated assembly area, shutting all doors and windows on the way out.
- Report to your faculty instructor, supervisor or Work Leader, who will be taking roll call.
- Report the whereabouts of occupants who have not answered the roll call, and are known (or presumed) to be elsewhere (off campus, etc.)
- Report any pertinent information (smoke, flames, odors, etc.) to a Campus Safety Officer.
- Stay calm, and do not interfere with emergency responders.
- DO NOT attempt to reenter the building for any reason, until Campus Safety sounds the "All Clear Signal".

EVACUATION ROUTES

Primary and secondary evacuation routes for individual campus buildings are maintained in the Environmental Health and Safety Director's Office files.

CAMPUS EVACUATION

Although highly unlikely, unforeseen on-campus or off-campus events may require the evacuation of the entire campus. Connecticut College is in relatively close proximity to the U.S. Naval Submarine Base, and the Millstone Nuclear Power Station. News and instructions from civil authorities will be broadcast via the local Emergency Alert System. In the unlikely event of a large scale hazardous atmospheric condition, the decision to evacuate all (or part) of the campus will be made by the President in consultation with civil authorities, and announced through the Emergency Notification System. **Table (3)** includes a list of Emergency Alert System radio and television stations.

When the decision to evacuate the campus is made, all persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds, or off campus as directed.

During an off-campus nuclear incident, evacuation would normally be ordered only if large amounts of radioactive materials were expected to escape over a long period of time. Such action would most likely be ordered as a precaution. In the event that an emergency evacuation is required, special instructions will be given on Emergency Alert System radio and television stations.

Campus Evacuation Procedures

- Local, State or Federal authorities will initiate any order to evacuate the City of New London, including Connecticut College. Additionally, the Emergency Alert System siren will sound. Upon confirmation of the emergency, and with consultation with the Director of Campus Safety, the President will order the campus evacuation. Information will be broadcast via "ConnectEd." If necessary, Campus Safety Officers will broadcast evacuation information via vehicle-mounted loudspeakers.
- Students with vehicles willing to transport those without rides will have been previously identified, and receive instruction for collecting and transporting those without rides.
- Those students without vehicles, and who are not able to arrange transport, will gather at either Harkness Chapel or Fanning Hall. From this location, those needing a ride will be assigned departing vehicles with space available, or will be assigned to a campus vehicle.
- Campus Safety will conduct a room-by-room check to ensure that all buildings have been evacuated.

Evacuation Information - Routes and Instructions

The Millstone nuclear power plant, Northeast Utilities, and Millstone's owners, Dominion Nuclear Connecticut, have worked with local authorities to establish evacuation routes and reception centers in host communities, which are at least 15 miles from the nuclear plant site. **Figure (1)** is an Emergency Planning Zone Evacuation Routes Map, published by the Connecticut Office of Emergency Management. In the event of a campus-wide evacuation, Campus Safety will distribute this map with instructions to evacuees.

The designated Evacuation Assembly Center and host community for individuals evacuating from New London, is Windham High School, in Windham CT. Evacuation instructions and directions to the designated reception center at Windham High School, in Windham, CT.

Law enforcement and traffic control will be dispatched to predetermined locations along evacuation routes. Evacuees will be directed out of the 10-mile Emergency Planning Zone and to the nearest Evacuation Assembly Center.

If an evacuation is announced, drive to the Evacuation Assembly Center broadcast over the local Emergency Alert System radio station. Listen to the station for any changes as you drive. Adhere to the speed limits on the highways.

Evacuation Checklist

In the event of a campus evacuation, use the following checklist to ensure you are protected and prepared.

- Take clothing (3 changes), toilet articles, necessary medications, important papers and valuables (money, credit cards, jewelry, etc.). Supplies such as sleeping bags, a portable radio, flashlight and batteries may also be taken.
- Keep phone lines open for emergency use.
- Assist other members of the campus community without transportation. If you do not have your own transportation, make plans to ride with someone who has transportation.
- While evacuating, keep car windows and vents closed, and air conditioners turned off.
- Proceed directly to the designated Evacuation Assembly Center at the Windham High School, in Windham.

- Drive safely. Stay tuned to your Emergency Alert System radio station for further information.
- New London's Emergency Operations Center will monitor wind direction and will broadcast any Evacuation Assembly Center changes.

SHELTERING IN PLACE

If local or state officials determine that people cannot be safely evacuated from an area, or it is safer to remain indoors, Connecticut College may be instructed to order internal sheltering for Connecticut College employees, students and visitors. The following procedures should be followed during internal sheltering:

- Go indoors and close all windows and doors. Turn off fans and heating and air conditioning that require outside air, and close any other air intakes;
- Do not use the telephone unless it is absolutely necessary. Keep phone lines open for emergency communication;
- Cover all open food containers. The food, water and milk supplies that are covered inside (at home or at the office) are safe for consumption;
- Remain indoors until officially notified the emergency is over;
- Stay tuned to the local radio or television stations for emergency information; and
- Stay in place and await additional information.

Table (1) Emergency Response Team

Emergency Response Team *(Updated 09/08)*							
Name	**Emergency Response Team Role**	**Title**	**Work Number**	**Home Phone**	**Alternate**	**Work Number**	**Title**
Leo I. Higdon	Emergency Director	President	2666	**On file with Campus Safety.**	Ulysses Hammond	2046	V.P. for Administration
Ulysses B. Hammond	Alternate Emergency Director	V.P for Administration	2046		James Norton	2268	Director of Physical Plant
Stewart Smith	Emergency Response Coordinator	Director of Campus Safety	2251		Campus Safety Shift Supervisor	2222	---
Campus Safety Shift Supervisor	Dispatcher	Campus Safety & Comm. Officer	2222		Campus Safety Officer	2222	---
James Norton	Damage Control Officer	Director of Physical Plant	2268		Tom Hobaica	5429	Associate Director of Physical Plant
Steven Langlois	Hazardous Materials and Oil Spills Coordinator	Director of Environmental Health and Safety	2252		Peter Horgan	2294	Engineering Systems Manager
Deborah MacDonnell	Public Information Officer	Director of Public Relations	2504		Patricia Carey	2393	V. P. for College Relations
Jocelyn Briddell	Student Liaison	Dean of Student Life	2826		Armando Bengochea	2035	Dean of the College Community
Bruce Carpenter	Tech Support Coordinator	Director of Technical Support	5242		Linda Theodoru	5384	Database Administrator & Information Security Officer

Table (2) Connecticut College Internal Resource Numbers

Connecticut College Internal Resource Numbers *(Updated 05/09)*			
Name	Title	Work Number	Home Phone
Cheryl Miller	Asst. Vice President for Human Resources and Professional Development	2085	**On File with Campus Safety.**
Amy Gauthier	Director of Residential Education & Living	5081	
Armando Bengochea	Dean of College Community	2035	
Catherine Moffett	Director of Student Health	2275	
Claudia Highbaugh	Dean of Religious and Spiritual Life	2577	
Dave Baratko	Senior Media Services Technician	2693/2698	
Ed Pistel	Manager of Bldg, & Grounds Services	2256	
Father Larry LaPointe	Chaplains' Office	2452	
Fran Shields	Director of Athletics	2570	
Hobie Walton	Manager of Mechanical Trades	2269	
Ingrid Bushwack	Director of Dining Services	2752	
Janet Spoltore	Director of Counseling Services	2692	
Adrian Donahue	Communications Technician (Contractor)	2626	
John Schaeffer	Network Server Administrator	2340	
Kathryn O'Connor	Director of Children's School	2922	
Linda Theodoru	Database Admin. & Info. Security Officer	5384	
Martha Merrill	Dean of Admissions & Financial Aid	2217/2202	
Mary Devins	Director of Center For International Studies And The Liberal Arts (CISLA)	2023	
Merrill Collins	Director of Events/Catering	2236	
Patricia Carey	Vice President for College Relations	2393	
Peter Horgan	Manager of Engineering Systems	2294	
Robert Gay	Director of Center For International Studies And The Liberal Arts (CISLA)	2024	
Roger Brooks	Dean of the Faculty	2030	
Tom Hobaica	Associate Director of Physical Plant	5429	

Connecticut College Internal Resource Numbers *(Updated 05/09)*			
Name	Title	Work Number	Home Phone
W. Lee Hisle	Vice President for Information Services	2650/2660	
Wendy Mahon	Assistant to the President	2211/2666	

Table (3) Off Campus Emergency Resources

Off Campus Emergency Resources		
Agency	**Daytime Phone Number**	**24-Hour Phone Number**
Law Enforcement		
New London Police Department	(860) 447-5269	911 (Emergency)
http://ci.new-london.ct.us/content/27/619/default.aspx		
Waterford Police Department	(860) 447-1456	911 (Emergency)
http://waterfordpolice.org/cms/index.php?option=com_contact&Itemid=3		
Connecticut State Police (Troop E, Montville)	(800) 953-7747 (860) 848-6500	911 (Emergency)
http://www.ct.gov/dps/cwp/view.asp?a=2153&Q=294392&dpsNav_GID=1673&dpsNav=|		
FBI Field Office - New Haven	---	(203) 777-6311
http://newhaven.fbi.gov/		
Fire and Ambulance		
New London Fire Department	(860) 447-5252	911 (Emergency)
http://ci.new-london.ct.us/content/27/51/default.aspx		
Waterford Fire Department	(860) 442-5332	911 (Emergency)
http://connecticut.firedepartments.net/fire/CT/Waterford.html		
State Emergency Agencies		
Connecticut Department of Emergency Management and Homeland Security	---	800-397-8876 860-256-0800
http://www.ct.gov/demhs/site/default.asp		
Connecticut Department of Environmental Protection Commission (Oil or chemical spills)	---	866-337-7745 860-424-3338
http://www.ct.gov/dep/site/site_message.asp?ms=0&goto=		
Connecticut State Department of Health	---	(860) 509-8000
http://www.dph.state.ct.us/		

Off Campus Emergency Resources		
Agency	**Daytime Phone Number**	**24-Hour Phone Number**
Poison Control Center	---	(800) 222-1222
http://poisoncontrol.uchc.edu/		
Local Emergency Planning and Operations		
New London City Fire Chief/Chairman of Local Emergency Planning Committee	(860) 447-5291	---
New London City Manager	(860) 447 5201	---
Director, Office of Emergency Management	(860) 442-0343	(860) 443-4236
Federal Emergency Agencies		
Federal Emergency Management Agency (FEMA)	---	(800) 621-3362
http://www.fema.gov/		
U.S. Environmental Protection Agency (EPA) Region 1	(888) 372-7341	(800) 424-8802
http://www.epa.gov/region01/		
National Response Center (Oil or chemical spills)	---	(800) 424-8802
http://www.nrc.uscg.mil/nrchp.html		
U.S. Department of Homeland Security	---	202-282-8000
http://www.dhs.gov/index.shtm		
Centers for Disease Control	(770) 488-7100	(800) 232-4636
http://www.cdc.gov/		
Oil and Chemical Spill Contractors		
Veolia Environmental Services	(800) 354-2382	(800) 688-4005
https://veoliaes-ts.com/Services/Emergency Response		
(Alternate): Clean Harbors Environmental Services	(860) 583-8917	(800) 645-8265
http://www.cleanharbors.com/Sites/Field_Svcs/Emergency_Response/emergency_response.html		
Hospitals		
Lawrence and Memorial Hospital	---	(860) 442.0711, ext. 2200 Fax: (860) 444-3733
http://www.lmhospital.org/index.html		
William W. Backus Hospital	---	(860) 442-0711 Fax: (860) 823-1501
http://www.backushospital.org/index.html		
Westerly Hospital	---	(401) 596-6000 (800) 933-5960 Fax: (401) 348-3740

Off Campus Emergency Resources		
Agency	**Daytime Phone Number**	**24-Hour Phone Number**
http://www.westerlyhospital.com/		
Emergency Alert System Radio Stations **Primary:** WTIC – 1080 AM, 96.5 FM (Hartford) WDRC – 1360 AM, 102.9 FM (Hartford) WCTY – 97.7 FM (Norwich) **Others:** WNPR – 89.1 FM WPKT – 90.5 FM WNLC – 98.7 FM WKNL – 100.9 FM WXLM – 102.3 FM WIHS – 104.9 FM WQGN – 105.5 FM WBMW – 106.5 FM WWRX –107.7 FM WSUB – 980 AM WMRD – 1150 AM WICH – 1310 AM WLIS – 1420 AM	**Emergency Alert Television Stations** WHPX, CH. 26 WFSB, CH. 3 WTIC, CH. 61 WTNH, CH. 8 WVIT, CH. 30	

Table (4) Bomb Threat Report

1. **THE THREAT -**

2. **THE CALLER –**

   a) Sex
   b) Age
   c) Voice (deep, high, excited, slow, etc.)
   d) Accents (ethnic, lisp, stutter, etc.)
   e) Mannerism (slang, profanity, etc.)

3. **QUESTIONS TO CALLER –**

   a) Where is the bomb(s) (be specific)?
   b) What time is bomb going to explode?
   c) Why are you doing this?
   d) Who are you?
   e) Whom are you trying to hurt?

4. **BACKGROUND SOUNDS –** Traffic, machinery, music, voices, etc.

5. **QUESTIONS TO PROLONG THE CONVERSATION –**

   a) Do you know that innocent people will be injured?
   b) Do you work or go to school here?
   c) You are committing a serious crime.
   d) You sound nearby. Are you in the building?
   e) Where are you?

6. **CALL RECEIVED BY –**

   a) Name –
   b) Date –
   c) Time –
   d) Telephone number –
   e) Location –

7. **AFTER THE CALL –**

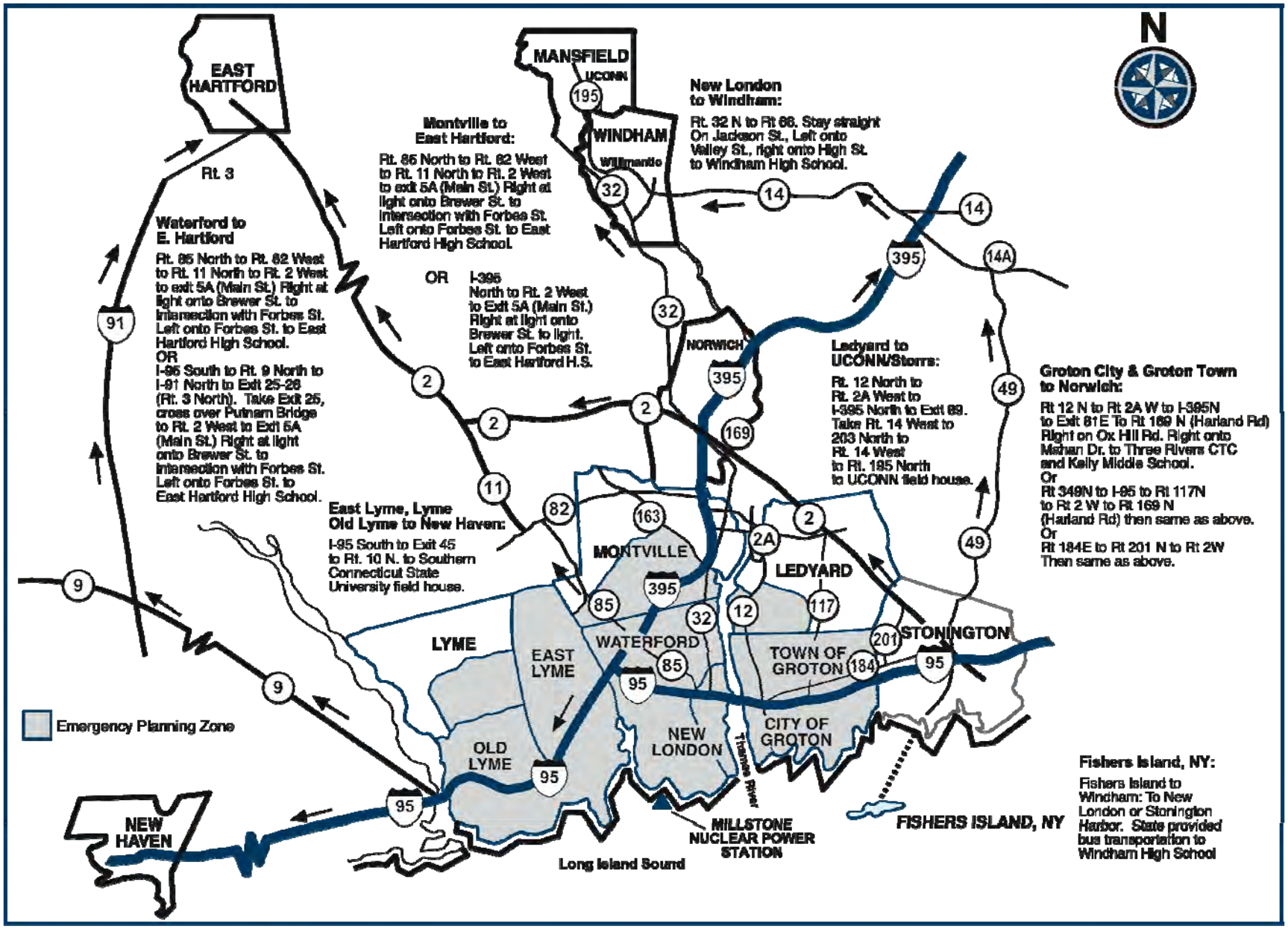
   a) Call Campus Safety at ext. 2222, 111 or 911

Time Campus Safety Notified –

Table (5) Designated Assembly Areas for Connecticut College Buildings (Revised 08/2009)

Athletic Center (All buildings)	Freshman parking lot (North of Dayton Arena)		Lambdin House	Parking lot, east of bldg.
Abbey House	Parking lot, behind bldg.		Larrabee House	Larrabee Green (Across from Cro.)
Jane Addams House	College Green, east of bldg.		Lazarus House	Lawn area, across the street, next to Health Center
Horizon Admission Building	Chapel Green, north of bldg.		Lyman Allyn Museum	Lawn area, front of bldg.
Becker House	Lawn area, west of bldg.		Johnson House	Parking lot, north of bldg. (North lot)
Bill Hall	College Green, west of bldg.		Morrison House	Parking lot, east of bldg.
Blackstone House	Quad Green, west of bldg.		New London Hall	College Green, north end (west of bldg.)
Blaustein Humanities Center	College Green, north end		Nichols House	South lot, west of bldg.
Katharine Blunt House	Larrabee Green (Across street from Cro		Olin Science Center	Lawn area, south of Olin. (Near Gatehouse)
Branford House	Lawn area, across the street, east of Blaustein		Palmer Auditorium	College Green, west of bldg.
Burdick House	Shain Library front lawn		Park House	Parking lot, west of bldg.
Vinal Cottage	Parking lot, north of bldg.		Plant House	Shain Library front lawn
Woodworth House	Lawn area, north of bldg.		Power House	Lawn area, across the street, east of Burdick
Bolles House	Parking lot, north of bldg.		River Ridge Apartments	Parking lot, behind 191 Mohegan Ave. (Next toAbbey House)
Crozier-Williams	Lawn area, south of tennis courts		Service Building	Gravel parking lot, north of bldg.
Cummings Arts Center	College Green, west of bldg.		Shain Library	Shain Library front lawn
Earth House	Parking lot, west of bldg.		Smith House	Across the street, on Shain Library front lawn, NE corner
Fanning Hall	College Green, west of bldg.		Strickland House	South lot, east of bldg.
Freeman House	College Green, east of bldg.		Strider House	Parking lot, west of bldg. (Across from Hamilton House.)
Hale Laboratory	Lawn area, south of Olin. (Near Gatehouse)		Unity House	Lawn area, west of bldg.
Hamilton House	Parking lot, north of bldg. (North Lot)		Warnshuis Health Center	Lawn area, south of bldg. (Next to Windham House)
Harkness Chapel	Chapel Green, north end		Windham House	College Green, northwest corner
Harkness House	College Green, east of building		Winslow Ames House	South lot, west of bldg.
Harris Refectory	Lawn area, south of bldg. (Front entrance)		Winthrop Annex	Parking lot, west of bldg.
Hillyer Hall	Lawn area, across the street, east of Burdick		Winthrop Hall	Parking lot, west of bldg.
Holmes Hall	Front Lawn, 44 Deshon Street.		Wright House	Parking lot, west of bldg.
Knowlton House	College Green, east of bldg.		360 Mohegan Avenue	Parking lot, west of bldg.

Figure (1) Emergency Planning Zone Evacuation Routes Map



Attachment (A) Pandemic Disease Response Plan

The purpose of the Pandemic Disease Response Plan is to provide guidance to essential College personnel in the preparation for, management of, continuity during, and recovery from a declared epidemic/pandemic event. This guidance is intended to supplement the general information and procedures provided in the College Emergency Response Plan (ERP).

Preparation

- **Risk Assessment:**

Infection Potential Issues
Susceptibility of student population due to age range
Size, diversity and constant close contact of student population
Volume of foreign and domestic travel by campus community
Open campus and lack of boundary controls
Emergency Management Issues
Identification and notification of off campus or overseas populations
Limited range and duration of on campus resources to service designated facilities
Expected delays in aid and guidance from authorities (4+ days to 4+ weeks)
Expected delays for full availability of vaccines (4+ months)
Anticipated overwhelming of surge capacities in local hospitals
Anticipated mass absenteeism by employees/students and loss of business continuity
Potential difficulties with crowd control and/or security in campus facilities

- **Identification of Essential Personnel**
  Essential personnel are those determined to be necessary to the operations of the College in the event of an epidemic event being declared. Student Health Services and the Wellness Manager will provide training to essential personnel regarding basic epidemiology and infection control measures, including the use of personal protective equipment (PPE). The Environmental Health and Safety (EH&S) Office will provide training to essential personnel regarding campus emergency management and response planning.

- **Mutual Aid and Authorities**
  The College maintains mutual aid agreements and/or relationships with state, county, and local authorities for the purposes of emergency planning. A list of mutual aid partners, agencies, and other contacts relevant to pandemic/epidemic response is found below, and will be updated as needed.

- **Pending Epidemic**
  Implementation of specific response actions will be dependent on the current status of the epidemic worldwide, and will adhere to guidance and recommendations of the World Health Organization (WHO), Centers for Disease Control (CDC), the Connecticut Department of Public Health and the Ledge Light Health District. Utilizing the most current information obtained from these authorities, a summary of the College's phased response plan is outlined below.

- **Evacuation**
  In the early phases of a pending epidemic/pandemic (WHO Phases 4-5), one response alternative will be to allow students and non-essential personnel to leave the campus until further notice. Under a declared epidemic (WHO Phase 6) with potential local impact, a decision to close the College will necessitate the evacuation of all but essential personnel or their designees. Note that evacuation may cease to be an alternative if quarantine is imposed by public health authorities (see below). Except for residential halls designated for use during any evacuation of the campus, personal belongings will either be removed by the student, or remain in their room pending the student's return to campus. Students, who live in residential halls that will be used for consolidation or quarantine purposes during the closure, will be required to box up all personal belongings that are not being taken with them, prior to their departure. Information, recommendations for personal safety, and other information will be posted on the "Pandemic Disease Information" Web page. To conserve power and other resources, Physical Plant may implement some degree of "mothballing" vacant campus buildings (procedures and potential infrastructure issues will vary seasonally).

- **Sheltering in Place**
  In the event evacuation is not practical for individual students, they will be directed to stay in their assigned rooms, exercise infection control measures, and await further instructions. If the number of isolated students remaining on campus becomes unmanageable (due to power outages, loss of heat, building security, need to concentrate services, etc.), remaining students and/or essential personnel will be consolidated in pre-designated residential halls. Sheltering students will be directed to bring adequate clothing and personal necessities, and will be logged-in by Student Life staff upon arrival. Dining Services and Student Health Services will arrange for foodstuffs, and infection prevention materials, respectively, to be provided to these populations. Physical Plant may be contacted to provide additional necessities (i.e., cots, blankets, food, water, sanitary supplies, etc.) depending on the duration of the sheltering. All efforts will be made to find alternative, long-term residency for these students for the duration of the emergency. In addition, volunteer staff remaining on campus for the duration of the emergency will be housed in these shelters.

- **Quarantine**
  If necessary, individual rooms, floors, or entire designated buildings will be isolated for the care of infected individuals on campus, with the anticipation that the local hospitals will have exceeded surge capacity and on-site care will become necessary.

  In the event of the campus being placed under quarantine by public health authorities, all persons within the affected area on campus will be directed to those facilities designated by the College as long-term residential shelters (see above). Sheltering persons will be directed to bring adequate clothing and personal necessities, and will be logged-in by Campus Safety personnel upon arrival. Campus Safety will maintain crowd control, and will contact the New London Police Department as needed for additional assistance. All further arrangements will be the responsibility of the public heath authorities and their representatives.

  Access to any such designated building will be restricted, posted [QUARANTINE – NO UNAUTHORIZED ACCESS OR EGRESS], and manned by Security and/or Police personnel to maintain quarantine conditions. Health care workers (HCW) or other personnel requiring access to the building will use infection control measures, including PPE, and show identification at the door. PPE and other biomedical wastes will be collected in a designated location/container near the entrance to each building, and disposed offsite by a licensed vendor.

Business Continuity

- **Communications**
  The main telephone greeting, web portals, and central voicemail systems will be updated upon closure to reflect the nature of the emergency and direct callers to information posted on the "Pandemic Disease Information" Web page. A formal notice of the College's closure, directions to posted information, and ongoing updates will also be sent directly to all faculty, staff, students, and parents. College Relations will coordinate regular briefings for the campus community and the public – by news release, website update, phone hotline update or letter. **Information of an emergent nature will be communicated via "ConnectEd"**

  - **Vendors and Contractors**

  Vendors and contractors currently operating on campus will be instructed by staff to cease their activities until further notice. Construction sites will be secured, and all tools and materials removed or locked within the structure. Shipping and receiving other than as necessary to the operations of the College will be postponed or cancelled; regularly scheduled deliveries by specific vendors will be cancelled unless the goods are necessary to emergency operations (i.e., fuel, food, etc.). Invoices from existing contracts will continue to be processed as they are received. Supplies and materials critical to operations during the emergency may also be purchased by cash as necessary.

- **Payroll Maintenance**
  Payroll and benefits for all employees will be maintained for the duration of the emergency, possibly subsidized by business continuity insurance if applicable depending on the circumstances.

Recovery

Recovery of institutional operations will be dependent on the status of the declared epidemic, as directed by local, state or Federal health authorities, once the declaration of emergency has been rescinded.

Pre-Alert Stage – No evidence of a mutated virus that results in easy human to human transmission.

- Stockpile supplies.
- Establish policies and procedures.
- Community education.
- Establish and maintain liaison with State and local health authorities.
- Monitor the global disease incidence.

Campus Safety	• Continue normal operations. • Identify "volunteer" essential personnel. • Ensure essential personnel receive training regarding personal protective measures, and policies/procedures to be used during a crisis.
Center for International Studies and the Liberal Arts (CISLA)	• Develop contingency plans for the emergency evacuation of students from overseas locations. • Change wording in waiver forms to address the possibility of early return to the United States during a global disease outbreak. • Provide contact information for overseas travelers, to the manager of the "ConnectEd" emergency communications system. • Maintain contact with students overseas, and report their status to the Dean of the Faculty on a regular basis. • Prior to departure, provide education on disease risks to all overseas travelers.
College Relations	• Publicize the Health and Wellness flu prevention website. • Working with Information Services, Director of Student Health Services, Director of EH&S and the Wellness Manager, develop and deploy a "Pandemic Disease Information" Web page. • Communicate the college's preparations and procedures to parents and the campus community in the form of letter(s) and/or email(s).
Counseling Services	• Identify duties and responsibilities of Counseling Services staff, with alternates as needed. • Identify and stockpile anticipated psychotropic medications.
Office of the Dean of the Faculty	• Meet with Senior Administrators and develop policies regarding student tuition, during any period the College may be closed. • Working with Senior Administrators, check with insurance provider regarding coverage for potential financial loss during any closure of the college. • Meet with faculty to determine what, if any, academic courses could be conducted through distance learning methods, during any period the College may be closed. • Working with "Study Away" program directors, monitor the status of students and faculty who are overseas.
Dining Services	• Order essential supplies that include, but are not limited to: bottled water, Gatorade (or equivalent), juices, soda, pre-wrapped silverware & to-go containers. • Stockpile sufficient Meals-Ready-to-Eat (MRE's) to feed 100 people two meals per day for 30 days. Stockpile 150 cases of bottled water. • Develop plans for emergency procedures for the phased shutdown of dining facilities, as the population decreases during the "Alert" phase. Phased shutdown would be as follows: Oasis Snack Shop, Knowlton, Smith, Jane Addams/Freeman. • Develop procedures, including reduced menus to be implemented during the "crisis" phase. • Identify "volunteer" essential personnel. • Ensure essential personnel receive training regarding personal protective measures, and policies/procedures to be used during a crisis.
Environmental Health & Safety	• Solicit input and develop the overall Pandemic Disease Planning policy. • Stockpile PPE for essential personnel, sufficient for 50 people for 30 days: Masks, nitrile gloves and hand sanitizing liquid. N95 Respirators for Health Care Workers. • Monitor national news outlets, as well CDC, WHO and Connecticut State Department of Health web pages. • Establish and maintain liaison with State and local health authorities. • Conduct respirator fit testing for essential (Health Care) personnel. • Working with Physical Plant, verify availability of on-campus water supplies (wells at the Athletics Center and the Power House) and generators to run the pumps. Arrange for testing for potability. • Stockpile a supply of plastic drums to use for water storage.

Human Resources	• Meet with Senior Administrators to develop policies for:
	  o "Hazard Pay" for essential personnel and volunteers.
	  o Continuation of payroll during any period the College is closed.
	  o Use of regular leave/sick time for any period the college may be closed, or alternately, develop a non-punitive, voluntary stay at home/call off policy.
	• Work with all college departments to determine what, if any tasks can be performed from home, utilizing appropriate technology.
	• Develop procedures for sending symptomatic employees home (and providing transportation, if necessary)
	• Develop procedures with our Employee Assistance Program (EAP) to provide necessary counseling services for employees.
	• Develop procedures for re-entry into the workplace after illness, requiring clearance from medical staff.
	• Working with the Director of Physical Plant, identify emergency on-campus housing for "essential personnel."

Information Services	• Implement the "ConnectEd" emergency communications system. • Working with College Relations, Director of Student Health Services, Director of EH&S and the Wellness Manager, develop and deploy a "Pandemic Disease Information" Web page.
National & International Studies	• Develop contingency plans for the emergency evacuation of faculty and students from overseas locations. • Change wording in waiver forms to address the possibility of early return to the United States during a global disease outbreak. • Provide contact information for overseas travelers to the manager of the "ConnectEd" emergency communications system. • Maintain contact with faculty and students overseas in Study Away Programs. • Maintain contact with faculty and students overseas, and report their status to the Dean of the Faculty on a regular basis. • Prior to departure, provide education on disease risks to all overseas travelers.
Office of the Dean of Student Life/ Residential Life	• Identify students who likely would be unable make it home if the college were to close. Request that those students provide information regarding alternate locations (relatives and/or friends) of refuge. • Working with Physical Plant, identify residence halls in which to consolidate students unable evacuate in the event of closure. To maintain some degree of social distancing, there should be no more than one person per room.
Physical Plant	• Identify "volunteer" essential personnel. • Ensure essential personnel receive training regarding personal protective measures, and policies/procedures to be used during a crisis. • Identify "essential services," and develop procedures for ensuring those services are available during a crisis. • Working with the Office of the Dean of Student Life, stockpile sufficient cardboard boxes to box up the possessions of evacuating students whose rooms will be used to house non-evacuees and essential personnel during a pandemic illness crisis.
Senior Administrators	• Provide funding assistance for the purchase of needed supplies and equipment. • Identify and provide storage space for emergency supplies. • Consolidate and assess pre-alert information. • Evaluate continuation/elimination of large events.
Student Health Services	• Identify "volunteer" essential personnel. • Working with the Director of EH&S, the Ledge Light Health District and L&M Hospital, establish procedures for the diagnosis, treatment and isolation of known or suspect cases among student population. • Working with Student Life and Physical Plant, identify residential hall(s) to be used to quarantine close contacts of actual cases of pandemic illness, should they occur among the student population. • Working with Information Services, post educational materials on the "Pandemic Disease Information" Web page regarding proper Infection Control practices and signs and symptoms of disease. • Stockpile appropriate quantity of health care supplies, sufficient for any period the college may be closed.
Wellness/Workers Compensation	• Review Workers' Compensation carriers' policy regarding pandemic illness acquired during the course of employment. • Working with the directors of EH&S and Student Health Services, Ledge Light Health

	District and L&M Hospital, establish procedures for the diagnosis, treatment and isolation of known or suspected cases among faculty and staff. • Working with the directors of EH&S and Student Health Services, College Relations and Information Services, promulgate educational materials for employees, such as signs/symptoms of respiratory disease, and advice regarding coming to work when ill. • Promote regular influenza immunizations for members of the campus community. • Provide training regarding infection control/preventive measures to essential personnel.

Alert Stage – Clusters of human to human transmission detected. Incidence of disease appears to be spreading. Confirmed cases have occurred in two or more countries.

- Pandemic Disease Planning Committee will meet with the Vice President for Administration, to discuss the situation and make recommendations.
- Keep college community notified of developments and decisions made via web page and/or emergency notification system.
- Recall faculty, staff and students who are traveling overseas.
- Voluntary leave/liberal vacation for concerned faculty, staff and students.
- Implement stringent Infection Control practices.

Campus Safety	• Continue normal operations. • Verify that essential personnel have received training in appropriate infection control precautions. • Direct questions to College Relations or Student Health Services as appropriate.
Center for International Studies and the Liberal Arts (CISLA)	• Recall faculty, staff and students who are traveling overseas. All travelers from abroad are not to return to campus until instructed otherwise. (This delay is required to allow time for symptoms to appear without posing a risk to the campus community, in the event the traveler has been infected.) • Provide the Director of Student Health Services and the Wellness Manager with the names of students, and faculty/staff respectively who have returned from travel abroad.
College Relations	• Utilizing all available communication resources, disseminate information to members of the campus community and external stakeholders, as provided by appropriate departments, and as appropriate. • Identify central spokesperson and coordinate responses to all internal and external inquiries about the pandemic.
Counseling Services	• Continue to provide normal counseling services to student population for as long as possible. • Coordinate with Psychiatrist, Director of Student Health Services and Pharmacy to provide psychotropic medications as needed. • As the crisis intensifies, discontinue routine counseling services and help manage fear and panic in student population. Provide crisis intervention services as needed.
Dining Services	• Continue normal operations. As circumstances dictate, implement consolidation of services. Shutdown dining facilities that are not needed. • Verify that essential personnel have received training in appropriate infection control precautions.
Environmental Health & Safety	• Continue to monitor national news outlets, as well CDC, WHO and Connecticut State Department of Health Web pages. • Maintain liaison with State and local health authorities. • Provide technical assistance to the Director of Student Health Services in creating negative pressure room(s).
Human Resources	• Continue normal operations. • Distribute information regarding attendance policies. Employees who wish to stay home are given the options for pay. Final approvals will be made by Department Heads. • Review list of volunteer essential personnel. Coordinate with appropriate departments to ensure that staff is available to provide all necessary services.
Information Services	• Working with College Relations, Student Health Services, EH&S and the Wellness Manager, deploy and provide up to date information on the "Pandemic Disease Information" Web page.
National & International Studies	• Recall faculty, staff and students who are traveling overseas. All travelers from abroad are not to return to campus until instructed otherwise. (This delay is required to allow time for symptoms to appear without posing a risk to the campus community, in the event the traveler has been infected.) • Provide the Director of Student Health Services and the Wellness Manager with the names of students, and faculty/staff respectively who have returned from travel abroad.
Office of the Dean of Student Life/ Residential Life	• Relocate students living in Warnshuis residential housing, in anticipation of possible inpatients with respiratory illness. • Track students leaving campus.
Office of the Dean of the	• Keep faculty apprised of the status of campus preparations.

Faculty	
Physical Plant	• Continue normal operations. • Top off all gasoline, propane, diesel (including emergency generators) and #6 fuel oil tanks. • Pre-stage cardboard boxes at the designated “Consolidation, Quarantine and Isolation (Infirmary)” residential halls. • Verify that essential personnel have received training in appropriate infection control precautions. • Assist the Director of Student Health Services in creating a negative pressure room, by installing window-mounted ventilation that exhausts at least 50 cubic feet per minute. • Ensure that the ice rink in Dayton Arena is operational, for possible use as a temporary morgue.
Senior Administrators	• Consolidate and assess alert information. • Provide oversight and monitor crisis preparations. • Evaluate continuation of operations, including large events.
Student Health Services	• Implement self-monitoring procedures among student population. Distribute “Temp-A-Dots.” (Information regarding self-monitoring is posted on the “Pandemic Disease Information” Web Page.) • Implement phone triage of ill students to avoid overcrowding and possible transmission of disease. • Prepare one or more rooms in the Student Health Center with window mounted exhaust system(s), to create a negative pressure space for triage/isolation of identified cases. • Monitor (via phone) the health of students who are in home quarantine after returning from overseas travel. • Verify health clearance for students who are returning to campus from home quarantine. • Ensure essential personnel receive refresher training regarding appropriate infection control precautions.
Wellness/Workers Compensation	• Monitor the health (via phone) of faculty and staff who are in home quarantine after returning from overseas travel. • Verify health clearance for faculty and staff, who are returning to work from home quarantine. • Assist those employees who become ill as a result of their employment. These individuals may be eligible for Workers Compensation.

Crisis Stage – Pandemic appears to be underway with the rapid spread of disease worldwide. Cases are detected in the United States. There may be restrictions on foreign travel, and/or within the U.S.

- Pandemic Disease Planning Committee will meet with the Vice President for Administration, to discuss the situation and make recommendations.
- **The College closes**, with students and non-essential faculty and staff evacuating the campus.
- Students unable to leave, consolidate in the designated residential hall(s), with only one person to a room.
- Continue to provide updated information to the college community via Web page and/or emergency notification system.
- Continue stringent Infection Control practices.

Campus Safety	• Maintain physical security of all campus property. • Assist with evacuation of student population. • Maintain liaison with local and state police and fire authorities. • Direct questions to College Relations or Student Health Services as appropriate.
Center for International Studies and the Liberal Arts (CISLA)	• Evacuate the campus, and work from home as appropriate.
College Relations	• Evacuate the campus, and work from home as appropriate. • Utilizing all available communication resources, disseminate information to members of the campus community and external stakeholders, as provided by appropriate departments, and as appropriate. • Continue coordination of responses to all internal and external inquiries about pandemic.
Counseling Services	• Evacuate the campus, and work from home as appropriate. • Provide crisis support and help to manage fear and panic in student population via telephone and Internet from home. • Post psychoeducational materials on web • Coordinate with Psychiatrist, Student Health Services and Pharmacy to provide psychotropic medications as needed
Dining Services	• Except for essential personnel, evacuate the campus. • As long as possible, Dining Services will continue to serve warm meals to stranded students and essential personnel. • If personnel shortages dictate, or outside vendors are unable to make deliveries to campus, distribution of MRE's will begin.
Environmental Health & Safety	• Evacuate the campus, and work from home as appropriate. • Provide technical assistance as needed.
Human Resources	• Evacuate the campus, and work from home as appropriate.
Information Services	• Evacuate the campus, and work from home as appropriate. • Working remotely, continue to provide college email services and access to banner as long as feasible.
National & International Studies	• Evacuate the campus, and work from home as appropriate.
Office of the Dean of Student Life/ Residential Life	• Evacuate the campus, and work from home as appropriate. • Working with Physical Plant, assign housing to non-evacuating students, and essential personnel.
Office of the Dean of the Faculty	• Evacuate the campus, and work from home as appropriate.
Physical Plant	• Except for essential personnel, evacuate the campus. • Distribute cardboard boxes to students living in the designated "Consolidation, Quarantine and Isolation" residential halls, to pack personal belongings prior to evacuating the campus. • Secure and store student possessions. • Continue to provide utilities and maintenance services as long as feasible. Provide

	minimal custodial and trash removal services to occupied buildings. • Take appropriate actions to secure unused buildings and minimize potential property loss. • Ensure that the ice rink in Dayton Arena is operational, for possible use as a temporary morgue.
Senior Administrators	• Implement crisis stage procedures, based upon State and Federal emergency announcements. • Evacuate the campus, and work from home as appropriate.
Student Health Services	• Essential Student Health Services personnel commence emergency procedures. • Continue telephone triage of remaining population. • Maintain liaison with local and State health authorities for coordination of possible cases and contacts.
Wellness/Workers Compensation	• Evacuate the campus, and work from home as appropriate. • Provide support and information via phone to faculty and staff.

Pandemic illness confirmed or suspected at Connecticut College – Federal, state or local health authorities may impose restrictions on individuals entering or leaving Campus.

- College remains closed.
- Individuals who exhibit symptoms are isolated at the Student Health Center, or as directed by state or local health authorities.
- Contacts of infected individuals are segregated in the "quarantine" residential hall, again, with only one person per room.

Campus Safety	• Continue to maintain physical security of all campus property. • Direct questions to College Relations or Student Health Services as appropriate.
Center for International Studies and the Liberal Arts (CISLA)	• Continue to work from home, if appropriate.
College Relations	• Continue to work from home as appropriate. • Utilizing all available communication resources, disseminate information to members of the campus community and external stakeholders, as provided by appropriate departments. • Continue coordination of responses to all internal and external inquiries about pandemic.
Counseling Services	• Continue to provide crisis support, and to help manage fear and panic in student population via telephone and internet from home
Dining Services	• As long as possible, Dining Services will continue to serve warm meals to stranded students and essential personnel. • If personnel shortages dictate, or outside vendors are unable to make deliveries to campus, distribution of MRE's will begin.
Environmental Health & Safety	• Continue to work from home as appropriate.
Human Resources	• Continue to work from home as appropriate.
Information Services	• Continue to work from home as appropriate. • Using information provided by College Relations, Director of Student Health Services, Human Resources and Student Life, provide updates to "Pandemic Disease Information" Web page.
National & International Studies	• Continue to work from home as appropriate.
Office of the Dean of Student Life/ Residential Life	• Continue to work from home as appropriate.
Office of the Dean of the Faculty	• Continue to work from home as appropriate.
Physical Plant	• Continue to provide essential utilities and services.
Senior Administrators	• Continue to work from home as appropriate.
Student Health Services	• Essential Student Health Services personnel continue to provide emergency health care services to remaining campus population. • Continue telephone triage of remaining population. • Maintain liaison with local and State health authorities for coordination of possible cases and contacts. • Provide care in Warnshuis for suspected and confirmed cases of infectious respiratory disease, in a negative pressure room.
Wellness/Workers Compensation	• Continue work from home as appropriate. • Continue to provide support and information via phone to faculty and staff.

Recovery - Crisis abates, and the College resumes normal operations.

- Faculty and Staff return to work.
- Students are notified of date classes are scheduled to resume
- Members of the Pandemic Planning Committee prepare "After Action" reports, detailing effects of the crisis, and recommending changes to procedures. Committee members meet with the Vice President for Administration to go over those reports.
- Losses (personnel, students, revenue and material) are determined and reported to Senior Administrators.

Campus Safety	• Continue to maintain physical security of all campus property. • Assist campus constituents with re-opening as needed.
Center for International Studies and the Liberal Arts (CISLA)	• Adhere to CDC, WHO and State Department recommendations for overseas travel. Reinstate Study Away programs when appropriate.
College Relations	• Resume normal services. • Utilizing all available communication resources, disseminate information to members of the campus community and external stakeholders, as provided by appropriate departments. • Continue coordination of responses to all internal and external inquiries about pandemic and resumption of services.
Counseling Services	• Resume crisis intervention, and grief and loss counseling services on campus. • Coordinate with the Office of Religious and Spiritual Life for memorial services and support. • Provide services that address medium- and long-term adjustment of students following the pandemic.
Dining Services	• Resume normal operations. • Reorder normal food supplies.
Environmental Health & Safety	• Resume normal services. • Prepare an "After Action" Report, and chair meetings to critique the college's response to the crisis.
Human Resources	• Resume normal services. • Assist employees/families with survivor benefits.
Information Services	• Resume normal services.
National & International Studies	• Adhere to CDC, WHO and State Department recommendations for overseas travel. Reinstate Study Away programs when appropriate.
Office of the Dean of Student Life/ Residential Life	• Resume normal services. • Assist returning students.
Office of the Dean of the Faculty	• Resume normal operations. • Communicate with and assist returning faculty. • Meet with Records and Registration staff to discuss credit evaluation.
Physical Plant	• Clean and disinfect facilities identified by health authorities. • Inspect and repair damaged during closure. • Restore full services to shut buildings/facilities. • Working with Senior Administrators, Human Resources and Student Life, facilitate the return of faculty staff and students according to the anticipated resumption of services.
Senior Administrators	• Meet with Pandemic Disease Planning Committee to coordinate re-opening measures and discuss
Student Health Services	• Coordinate decontamination of spaces and equipment exposed to confirmed/suspected cases.
Wellness/Workers Compensation	• Resume normal services.