



2023-2024  
Tunxis  
EMERGENCY  
RESPONSE PLAN

## TABLE OF CONTENTS

| Topic  | Page Number |
|--|-------------|
| <a href="#"><u>Geography</u></a>                                 | 4           |
| <a href="#"><u>General Procedures for Reporting A Crime</u></a>  | 4           |
| <a href="#"><u>Campus Security</u></a>                           | 5           |
| <a href="#"><u>myCommNet Alert</u></a>                           | 6           |
| <a href="#"><u>Campus Safety Videos</u></a>                      | 6           |
| <a href="#"><u>Timely Warnings</u></a>                           | 7           |
| <a href="#"><u>Emergency Notifications</u></a>                   | 7           |
| <a href="#"><u>Emergency Response Procedures</u></a>             | 8           |
| <a href="#"><u>Public Information Notifications</u></a>          | 10          |
| <a href="#"><u>Media Inquiries</u></a>                           | 10          |
| <a href="#"><u>Students with Disabilities</u></a>                | 10          |
| <a href="#"><u>Crisis Management Team</u></a>                    | 10          |
| <a href="#"><u>CARE team</u></a>                                 | 10          |
| <a href="#"><u>Emergency Medical Response Team</u></a>           | 11          |
| <a href="#"><u>Health Screenings</u></a>                         | 11          |
| <a href="#"><u>Chemical Hygiene Plan</u></a>                     | 11          |
| <a href="#"><u>Annual Security Report</u></a>                    | 12          |
| <a href="#"><u>Hazard Communication Program</u></a>              | 12          |
| <a href="#"><u>Exposure Control Plan</u></a>                     | 12          |
| <a href="#"><u>Drug Free Schools &amp; Campuses Act</u></a>      | 12          |
| <a href="#"><u>Memberships</u></a>                               | 12          |
| <a href="#"><u>Assembly Points</u></a>                           | 13          |
| <a href="#"><u>Severe Weather</u></a>                            | 13          |
| <a href="#"><u>Shelter in Place Procedure</u></a>                | 13          |
| <a href="#"><u>Evacuation Procedures</u></a>                     | 14          |
| <a href="#"><u>Sexual Misconduct</u></a>                         | 14          |
| <a href="#"><u>Fire Emergency</u></a>                            | 16          |
| <a href="#"><u>Medical Emergency</u></a>                         | 16          |
| <a href="#"><u>Active Shooter</u></a>                            | 17          |
| <a href="#"><u>Suspicious Behavior</u></a>                       | 17          |
| <a href="#"><u>Disruptive Behavior/Fighting</u></a>              | 17          |
| <a href="#"><u>Bomb Threats</u></a>                              | 18          |
| <a href="#"><u>Suspicious Package</u></a>                        | 18          |
| <a href="#"><u>Power Outage</u></a>                              | 18          |
| <a href="#"><u>Hazardous Materials Spills/Chemical Spill</u></a> | 19          |
| <a href="#"><u>Emotional Event</u></a>                           | 20          |
| <a href="#"><u>Emergency Response Plan Feedback</u></a>          | 20          |
| <a href="#"><u>Tunxis Website Resources</u></a>                  | 20          |
| <a href="#"><u>Operating Hours –Welcome Center</u></a>           | 21          |
| <a href="#"><u>Operating Hours - Security</u></a>                | 21          |
| <a href="#"><u>Contact Numbers – Emergency</u></a>               | 21          |

## TABLE OF CONTENTS - CONTINUED

| Topic  | Page Number |
|--|-------------|
| <a href="#"><u>Contact Numbers – Non-Emergency</u></a>   | 21          |
| <a href="#"><u>Resources – Police or Fire</u></a>  | 22          |
| <a href="#"><u>Resources – Off Campus</u></a>  | 23          |
| <a href="#"><u>SAFE Hospitals</u></a>  | 25          |
| <a href="#"><u>Sexual Assault Resources</u></a>  | 25          |
| <a href="#"><u>Crisis Management Team Members</u></a>  | 26          |
| <a href="#"><u>Emergency Medical Response Team Members</u></a>   | 27          |
| <a href="#"><u>Care Team Members</u></a>   | 28          |
| <a href="#"><u>Health &amp; Safety Committee Members</u></a>   | 29          |
| <a href="#"><u>Campus Resource Team Members</u></a>  | 30          |
| <a href="#"><u>First Aid Kits</u></a>  | 31          |
| <a href="#"><u>Rescue Chairs</u></a>   | 31          |
| <a href="#"><u>Wheelchairs</u></a>   | 31          |
| <a href="#"><u>Automated External Defibrillators (AED's)</u></a>   | 31          |
| <a href="#"><u>Hand Sanitizer Units</u></a>  | 32          |
| <a href="#"><u>Keyboard Wipes</u></a>  | 32          |
| <a href="#"><u>Emergency Medical Response Team “Jump Bag”</u></a>  | 32          |
| <a href="#"><u>Eye Wash Stations</u></a>   | 33          |
| <a href="#"><u>Tracking Form for Sexual Assault, Sexual Harassment, Stalking or Intimate Partner Violence Disclosure</u></a> | 34          |
| <a href="#"><u>Campus Security Authorities</u></a>   | 35          |
| <a href="#"><u>Index</u></a>   | 37          |
| Campus Map   |             |
| Bomb Threat Questionnaire  |             |
| Campus Incident Report Form  |             |
| Emergency Procedures Classroom Posting   |             |

CT State Community College Tunxis is committed to maintaining a safe learning environment for students, faculty, staff and the general public. This emergency response plan is being promulgated per Section 10a-55a of the Connecticut General Statutes.

## **GEOGRAPHY**

The college has four locations:

Main Campus  
271 Scott Swamp Road  
Farmington, CT 06032

Farmington House  
258 Scott Swamp Road  
Farmington, CT 06032

Tunxis@Bristol  
430 North Main Street  
Bristol, CT 06010

“Spring Lane”  
21 Spring Lane  
Farmington, CT 06032

## **GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

CT State Community College Tunxis does not have campus police. State police have jurisdiction over CT State Community College Tunxis as a state property. Farmington Police normally are first responders to incidents on campus. Bristol Police are normally first responders to incidents at the Tunxis@Bristol site. Students and employees are encouraged to report all crimes to the Farmington, Bristol and/or State Police.

|                        |                                     |
|------------------------|-------------------------------------|
| Farmington Police      | 911 or 860-675-2400                 |
| Bristol Police         | 911 or 860-584-3011                 |
| State Police – Troop H | 911 or 800-968-0664 or 860-534-1000 |

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

To report a crime or an emergency on the Farmington campus, call:

|                     |              |                              |
|---------------------|--------------|------------------------------|
| Security Cell Phone | 860-541-0800 |                              |
| Security Office     | 860-773-1328 | Only for non-urgent messages |

Operations in the welcome center are limited due to staffing:

|                |              |  |
|----------------|--------------|--|
| Welcome Center | 860-773-1300 |  |
|----------------|--------------|--|

To report a crime or an emergency at the Bristol Career Center, call 860-773-1462 to speak to Director of Business & Industry Services & Workforce.

To report a non-emergency or public safety related matter, call the Dean of Student Affairs at 860-773-1302.

The individuals to whom students and employees should report Clery Act crimes are as follows:

|  |  |
|--|--|
| Security Guards  | Director of Business & Industry Services & Workforce |
| Associate Dean of Student Development/<br>Title IX Coordinator | Victim Advocate                                      |
| Director of Facilities   | Interim Dean of Faculty and Students                 |

If assistance is required from the State Police, Farmington or Bristol Police Departments, or Farmington or Bristol Fire Departments, Tunxis personnel will contact the appropriate unit. If a sexual assault or rape should occur, Tunxis will follow the procedures outlined in Public Act 14-11, including activation of the [Campus Resource Team](#) listed on page 30.

The Daily Crime Log is maintained by the Administrative Assistant to the Dean of Student Affairs. The Dean maintains the log in the absence of the Administrative Assistant. The public may review the Daily Crime Report by calling the Dean of Student Affairs' Office at 860-773-1303.

Violations of student codes of conduct are forwarded to the Dean of Student Affairs for review and potential action.

In the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the CT State Community College Tunxis community, Tunxis would issue a timely warning. Please see the [Timely Warning](#) section on page 7.

### **CAMPUS SECURITY**

Tunxis Community College does not have a campus police department. The college contracts with Allied Universal to provide security coverage during the college's operating hours, year-round, weekends and evenings. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Security officers do not possess arrest powers.

Security officers patrol the campus daily. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforcing safety in parking lots with traffic and parking enforcement, maintaining building security by locking and unlocking rooms as necessary, assisting Early Childhood Center parents in the drop-off behind the 200 Building and pick-up of children, and general assistance to the community as needed.

Security officers receive direction and supervision from the Office of the Dean of Student Affairs and Director of Facilities.

Routine requests for security should be directed to the Welcome Center. If a member of the campus community had an immediate security need, he or she should call Security's cell phone at 860-541-0800.

This publication contains information about on-campus and off-campus resources. That information is made available to provide Tunxis community members with specific information about the resources that are available in the event that they become the victims of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Tunxis Community College.

### **CAMPUS SAFETY VIDEOS**

The college has two campus safety videos from the Center for Personal Protection available at the following links:

Flash Point on Campus (how to respond to disturbing behaviors on campus)

<https://www.youtube.com/watch?v=VZqmpvFiZ8>

Shots Fired on Campus (suggestions for surviving an active shooter situation)

<https://www.youtube.com/watch?v=9KOisTH66B4>

Both videos may be borrowed from the Dean of Student Affairs upon request.

The Board of Regents encourages all community members to watch the Run, Hide, Fight video developed by Florida State University (surviving an active shooter situation):

<https://www.youtube.com/watch?v=TyuSws1c2Jw>

### **TIMELY WARNINGS**

As required by the Clery Act, “timely warnings” will be provided to the community in the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the CT State Community College Tunxis community. A timely warning will be issued for crimes that occur on the three locations listed under [Geography](#) on page 4 when a crime is:

- Reported to [Campus Security Authorities](#) listed on page 36 or local police authorities; and
- Considered by CT State Community College Tunxis management (listed below) to represent a serious or continuing threat to students and employees

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The following employees may issue a timely warning:

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Chief Executive Officer               | Interim Dean of Faculty and Students |
| Associate Dean of Student Development | Director of Facilities               |

The timely warning will contain all information that would promote safety and aid in the prevention of similar crimes. The warning may be issued through the use of a variety of sources which may include, but are not limited to, the means listed under [Public Information Notifications](#) listed on page 10.

### **EMERGENCY NOTIFICATIONS**

Upon confirmation of a significant emergency or dangerous situation that occurs on the campus that involves an immediate threat to the health or safety of Tunxis students or employees, CT State Community College Tunxis is required to immediately notify the campus community.

The following individuals may issue an emergency notification:

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Chief Executive Officer               | Interim Dean of Faculty and Students |
| Associate Dean of Student Development | Director of Facilities               |

An emergency notification differs from a timely warning in that:

- It has a wide focus on any significant emergency or dangerous situation
- It is an event that is currently occurring on or imminently threatening the campus
- It applies to on-campus situations
- It is initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

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- It is an event that is currently occurring on or imminently threatening the campus
- It applies to on-campus situations
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## **EMERGENCY RESPONSE PROCEDURES**

CT State Community College Tunxis will, without delay, notify the campus community of an emergency or dangerous situation. Tunxis will take into account the safety of the campus community and determine what information to release about the situation, and begin the notification process.

CT State Community College Tunxis would not immediately issue a notification for a confirmed emergency if doing so would compromise the efforts to:

- Assist a complainant/victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency

CT State Community College Tunxis tests the emergency response and evacuation procedures at least annually. A fire drill was conducted October 16, 2019. These tests include drills, exercises and follow-through activities. They include, but are not limited to, the following:

- Technological tests of the 911 system, myCommNet Alert, Giant Voice, beacons and desktop alert software. A Giant Voice test was conducted May 31, 2019. May 6, 2019 a test was conducted of the EMRT group page.
- Tabletop drills by the Crisis Management and Behavioral Intervention Teams
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies.
- Campus-wide drills to test student, faculty & staff response to active shooter, evacuation, shelter in place and other emergency situations.
- Having Farmington, State, Bristol or Central CT State University Police present to provide feedback and suggestions to improve campus response
- Walk-through's of the campus for fire, police and other first responders. On September 3, 2019 Farmington Fire conducted a campus walk-through.

CT State Community College Tunxis prefers announced drills to avoid classroom disruption and unnecessary stress on individuals who have strong reactions to drills. However, Tunxis reserves the right to unannounced drills to ensure the college's emergency response protocols are sufficient.

All drills, tests and exercises are properly assessed so that CT State Community College Tunxis' response efforts may be improved and enhanced.

Tunxis will document each test. The information will be retained by the Dean of Student Affairs. The file will contain a description of the exercise, the date the test was held, when it started & when it ended and whether it was announced or unannounced.

1. How can an individual report an emergency? The procedure is listed on page 5 in the General Procedures for Reporting a Crime or Emergency .
2. The process by which CT State Community College Tunxis will confirm that a significant or dangerous situation exists:
  - a. The following individuals may issue an emergency notification:

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Chief Executive Officer               | Interim Dean of Faculty and Students |
| Associate Dean of Student Development | Director of Facilities               |



- b. These employees may make the determination of an emergency situation on their own if time is of the essence, or they may consult with others, if time allows. This includes, but is not limited to, the following:

|                                       |                              |
|---------------------------------------|------------------------------|
| Police – Farmington, Bristol or State | Board of Regents             |
| Allied Universal Security Team        | Fire – Farmington or Bristol |
| Farmington Valley Health District     |                              |

3. The procedures CT State Community College Tunxis will use to immediately notify the campus community upon the confirmation of an emergency are listed in the Public Information Notifications on page 31.
4. The content of the notification will be determined by the employees listed in Section 2(a) on page 11 in consultation with the resources listed in Section 2(b).
5. Employees listed in section 2(a) will initiate the notification. The Interim Director of Marketing will update the college’s webpage and social media accounts. The Dean of Student Affairs, Administrative Assistant to the Dean of Student Affairs or Library & Instructional Technologies staff will update the college’s hallway monitors. Broadcast messages over the college phones may be made by any of the employees listed above as well as all employees trained to work in the Welcome Center. The Interim Dean of Faculty and Students, Executive Assistant to the Chief Executive Officer and marketing staff would manage media notifications, television, radio, etc. Any authorized employee, or security guard, would put notices on college doors or bulletin boards – if time allowed and doing so would not endanger the guards or employees. Only the following employees are authorized to send notifications out via myCommNet Alert, which includes text, voice & email messages to the entire CT State Community College Tunxis population:

|   |  |
|---|--|
| All Deans   | Chief Executive Officer                            |
| Administrative Assistant to the Dean of Student Affairs | Executive Assistant to the Chief Executive Officer |
| Regional HR Manager, North-West Region                  |  |
| Co-Chairs, Crisis Management Team                       |  |

6. The Chief Executive Officer, Interim Dean of Faculty and Students or marketing department would disseminate information to the larger community in conjunction with the sources listed in Section 2(b).
7. CT State Community College Tunxis will continuously assess the situation and provide updates as warranted and notify the community when the emergency has passed.
8. The CT State Community College Tunxis campus is small. All segments of the population will be notified of an emergency or dangerous situation. CT State Community College Tunxis does not segment emergency notifications to particular groups or areas on campus.

## **PUBLIC INFORMATION NOTIFICATIONS**

Announcements regarding emergencies and/or weather closings are issued in an appropriate and timely manner. Information may be issued several ways:

- Email to employee and college-issued student emails
- Hallway electronic message signs
- Weather-emergency line: 860-773-1301
- Tunxis webpage: [www.tunxis.edu](http://www.tunxis.edu)
- Tunxis Facebook account: [www.facebook.com/tunxis](https://www.facebook.com/tunxis)
- Tunxis Twitter account: [www.twitter.com/tunxiscc](https://www.twitter.com/tunxiscc)
- [Tunxis Instagram account: https://www.instagram.com](https://www.instagram.com)
- [Notices or posters placed on bulletin boards, entrances to the college](#)
- [myCommNet Alert – the Board of Regents emergency notification system which relays information via text, email and/or voice message](#)
- Broadcast message over campus phones
- Television & radio:

### **Television**

|            |      |
|------------|------|
| Channel 3  | WFSB |
| Channel 30 | WVIT |
| Channel 8  | WTNH |
| Channel 61 | WTIC |

### **Radio**

|           |      |           |       |
|-----------|------|-----------|-------|
| WTIC – AM | 1080 | WRCH – FM | 100.5 |
| WTIC – FM | 96.5 | WZMX – FM | 93.7  |

## **MEDIA INQUIRIES**

All media inquiries should be directed to the Office of Marketing and Public Relations, 860-773-1410. Do not attempt to answer media questions about campus emergencies.

## **STUDENTS WITH DISABILITIES**

The Deans' offices work with the Office of Accessibility and Disability Services to provide students with disabilities information on emergency response planning. Emergency rescue chairs have been installed on the second floor stairways of the 600 building and at the top of the second floor landing of the 700 building.

## **CRISIS MANAGEMENT TEAM**

The Crisis Management Team provides an organized response to major emergencies on campus. The team meets regularly to develop best practices to respond, manage, mitigate and recover from an emergency situation.

## **CARE Team**

The CARE team works to raise awareness of faculty, staff and students regarding potentially at-risk students and others on campus who may be at risk of harm to themselves or others. The team meets frequently to review cases, discuss behaviors of concern, and apply the NABITA Risk Rubric to assessment the aforementioned. Please visit [Care Team - CT State](#)

### **EMERGENCY MEDICAL RESPONSE TEAM**

The Emergency Medical Response Team are faculty and staff who have been certified in CPR and first aid. These employees have received training in using the college's automated external defibrillators (AED) located in the Welcome Center in the 100 building and 6-219, Dental Prep. The college has a supply of Narcan to address any opioid overdose on campus. The [team members](#) are listed on page 27.

### **HEALTH SCREENINGS**

Every October the college offers screenings to increase mental health awareness & wellness & promote mental & emotional wellness. Contact the Counseling Office, Human Resources or the Office of the Dean of Student Affairs for further details.

### **CHEMICAL HYGIENE PLAN**

The college's Chemical Hygiene Plan is posted at the following link: [2023-24 Chemical Hygiene Plan](#).

### **ANNUAL SECURITY REPORT**

The publication of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics is a 1998 amendment of Public Law 101-542 which requires all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. It is posted on the college intranet and website here: [2022-23 Annual Safety Report](#).

### **HAZARD COMMUNICATION PROGRAM\***

The Hazard Communication Program is posted on the college intranet and website here: <http://www.tunxis.edu/college-information/consumer-information/>

### **EXPOSURE CONTROL PLAN\***

The college's Exposure Control Plan is posted online here: <http://www.tunxis.edu/college-information/consumer-information/>

### **DRUG FREE SCHOOLS AND CAMPUSES ACT\***

The Annual Drug Free Schools and Campuses annual notice is distributed every fall. The last biennial review was conducted in 2018. The 2020 Biennial Review is currently being concluded. Both documents are posted online here: <http://www.tunxis.edu/college-information/consumer-information/>

\*Hard copies are available from the Interim Dean of Faculty and Students Office, 1-095.

### **MEMBERSHIPS**

Tunxis Community College is a member of the following organizations:

- International Association of Campus Law Enforcement Administrators (IACLEA)
- CT Clearinghouse
- Association of Threat Assessment Professionals (ATAP)
- CT College Consortium to End Sexual Violence (CCCESV)

### **ASSEMBLY POINTS**

Those exiting into the courtyard should proceed to the main parking lot. Depending on the nature of the emergency, the assembly point may vary. In general, they are as follows:

| <b>Building</b>  | <b>Description</b>   | <b>Assembly Point</b>             |
|--|--|-----------------------------------|
| 100 Building   | Administrative & Faculty Offices, Cafeteria & Bookstore  | Main Parking Lot                  |
| 200 Building   | Founders' Hall, Student Lounge, MIT, Classrooms  | Main Parking Lot                  |
| 300 Building   | Child Care Center, Computer Lab, Continuing Education, Classrooms                                  | Main Parking Lot                  |
| Bidstrup Hall  | Administrative Offices   | Main Parking Lot                  |
| 600 Building   | Classrooms, Art Gallery, Labs, Cyber Café, Academic Support & Tutoring Center                      | Main Parking Lot                  |
| 700 Building   | Library & Instructional Technologies, Classrooms, Pages Café Continuing Education Office           | Main Parking Lot                  |
| Farmington House<br>258 Scott Swamp Road<br>Farmington, CT | Residential House – Meeting Space  | Farmington House Driveway         |
| Tunxis @ Bristol<br>430 North Main Street<br>Bristol, CT   | Administrative Offices, Classrooms   | Bristol Career Center Parking Lot |
| “Spring Lane”<br>21 Spring Lane<br>Farmington, CT          | Building acquired in 2020; will be developed for offices and advanced manufacturing teaching space | Parking Lot                       |

### **SEVERE WEATHER**

The Chief Executive Officer (CEO) or designee and the Director of Facilities will monitor conditions and make college closure/class cancellation decisions when circumstances warrant such action. The closure of the college means that the college will not be accessible to faculty, staff or students. Essential employees are expected to report as needed. College closure, late opening or early dismissals will be issued through the means listed in Public Information Notifications.

### **SHELTER IN PLACE PROCEDURE**

In the event of an emergency, notifications will be sent instructing students, staff, faculty and visitors to “shelter in place.” If in a classroom, secure the door by wedging it shut; if in an office by locking it. If you are in an open area, take shelter in the nearest room and secure the door by either locking it or wedging it shut. Move to an area of the room where there are solid walls,

## **EVACUATION PROCEDURES**

Emergency response procedures and egress routes are posted. In the event of an emergency, necessitating the evacuation of the building, do the following:

- Dial 911 or 8-911
- Evacuation is mandatory. Leave immediately.
- Consider individuals with disabilities.
- Close doors as you exit.
- Move all personnel to a safe area away from the building.
- Do not use elevators.
- Keep all building entrances clear for emergency personnel
- Do not return to an evacuated building unless authorized by a police or fire official
- Do not evacuate one building and enter another. Go around any buildings to the [assembly points](#) listed on page 13.

Faculty should take the following steps during an evacuation:

- Ensure all students are out of the classroom and area bathrooms
- Instruct the first student in line to hold open exit door/s, until all persons in the class have been evacuated. Continue this procedure until the building is clear.
- Ensure students in wheelchairs are assisted. If they cannot be brought down from a second floor location, they should remain in the stairwells with evacuation chairs. If possible, stay with the person until help arrives. If the person must be left unattended, notify emergency personnel immediately.
- Remain with students until police or fire officials authorize building re-entry

## **SEXUAL MISCONDUCT**

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police.

|                             |             |              |
|-----------------------------|-------------|--------------|
| Deputy Title IX Coordinator | Sydney Lake | 860-773-1644 |
| Student Advocate            | Kelly Mann  | 860-773-1636 |

All college employees are mandated reporters. A report of sexual misconduct must be reported as soon as possible to the Title IX Coordinator. Employees are required to complete a reporting form and submit it to the Title IX Coordinator. This [form](#) may be found on page 34. This form must be submitted even if a student accidentally discloses an incident of sexual misconduct. The primary goal is to provide support to a victim of sexual misconduct.

Complainants of sexual offenses should be assured the college will provide resources, including but not limited to treatment through local emergency services and police assistance.

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police. Complainants should seek immediate medical assistance as there may not be internal or external injuries and may need treatment for disease or infection. Physical evidence of a sexual assault, which includes but is not limited to hair and body fluid transfer, is highly perishable and all efforts should be made to preserve it. A victim of a sexual assault should not wash or change clothing until instructed by law enforcement or medical personnel.

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Deputy Title IX Coordinator and the Connecticut State Police. Complainant/victims may decline to notify such authorities. Complainant should seek immediate medical assistance as there may be internal or external injuries and may need treatment for disease or infection. Physical evidence of a sexual assault, which includes but is not limited to hair and body fluid transfer, is highly perishable and all efforts should be made to preserve it. This may assist in proving that the alleged criminal offense occurred. A complainant of a sexual assault should not wash or change clothing until instructed by law enforcement or medical personnel. Complainants have options regarding involvement of law enforcement authorities, including declining to notify such authorities or have assistance by the campus with law authorities. Complainants should discuss options with the Deputy Title IX Coordinator.

The procedure to report or disclose sexual assault, sexual harassment, dating or intimate partner violence or stalking is as follows:

1. Report the incident (to the Deputy Title IX Coordinator) [slake@tunxis.edu](mailto:slake@tunxis.edu) and receive both on and off campus resources and support options.
2. The Deputy Title IX Coordinator will also review options for next steps that may include reporting to local law enforcement, initiating a student conduct process, informal resolution, or tracking the information.
3. If a student conduct process is initiated, there will be an investigation, hearing to determine if there was a policy violation, if a violation occurred, sanctions will be imposed and there is an optional request to the Chief Executive Officer for review.
4. Any and all steps of this process can be done with the Student Advocate [kmann@tunxis.edu](mailto:kmann@tunxis.edu), or an advisor/support person of your choosing present.

Every complainant has the right to:

- Be present, equal opportunity to present witnesses and evidence
- An adequate, reliable and impartial investigation of the complaint
- Be notified of the time frame within which the investigation will be conducted
- Be notified of the right to appeal, if any – both complainant and respondent entitled to same rights
- Have the complaint decided by using a preponderance of the evidence – more likely that the sexual harassment or violence occurred
- Be notified in writing of the outcome
- Know sanctions imposed when they directly relate to the harassed student including restraining orders, suspension, transfers to other classes

Complainants are urged to seek counseling and emotional assistance. Counseling services can be initiated through the College's Counseling department. Off-campus resources are listed in the appendices.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, the under conditions of imminent harm to the community, the college may be required by federal law to inform the community of the occurrence of the incident/s of sexual misconduct. The Title IX Coordinator will inform the person requesting confidentiality if the college cannot ensure confidentiality.

### **FIRE EMERGENCY**

- Activate the nearest fire alarm pull station
- When the fire alarm is activated, evacuation is mandatory – leave immediately.
- Dial 911 or 8-911 from a campus phone.
- Call the Welcome Center from a safe location. Dial 0 from a campus phone or 860-773-1300.
- Notify occupants and help those needing assistance in the immediate area
- Follow building evacuation procedures
- If the door you're attempting to exit through is blocked or you feel heat, do not open the door. Place any items available under the door to stop any airflow. Yell, scream and place something in a window to draw attention.
- Attempt to extinguish a fire only after all evacuation and life safety measures have been taken and the alarm has been sounded.
- Do not attempt to extinguish any fire if such action is a direct threat to your safety
- To use an extinguisher, follow the acronym PASS:
  - **P**ull the pin
  - **A**im the extinguisher nozzle at the base of the flames
  - **S**queeze the trigger while holding the extinguisher upright
  - **S**weep the extinguisher from side to side covering the fire with the extinguishing agent
- If you or another person catches on fire:
  - Stop. Do not run
  - Drop to the ground and cover your face.
  - Roll. This may not extinguish the flames, but this will start to smother them and slow down the burning process.

### **MEDICAL EMERGENCY**

- Dial 911 or 8-911 from a campus phone.
- Do not move an injured person unless he/she is in imminent danger.
- You may use the group paging feature by dialing X19601 to broadcast to the Emergency Medical Response Team.
- Do not provide first aid, unless certified.
- Use personal protective equipment.
- If you are not in imminent danger, call the Welcome Center 0 from a campus phone or 860-773-1300.
- Have the following information ready:
  - Where the injured or ill person is and the nature of the injury or illness
  - The gender and approximate age of the person
  - Your name, location and phone number where you can be reached in case additional information is needed



The CT State Community College Tunxis phone system includes a Crisis Alert Line which is activated by calling 911 or 8-911 from any phone on campus. This signals members of management and the Welcome Center that 911 has been called. The Welcome Center will contact members of the college's Emergency Medical Response Team who will assess the situation and try to administer first aid until first responders arrive.

Faculty should dismiss the class temporarily if a student experiences a medical emergency during class.

All injuries on campus, regardless of severity, must be recorded on an Incident Report form; see page 40. Send completed form to the Dean of Student Affairs.

### **ACTIVE SHOOTER**

- A.L.I.C.E. is an acronym for five steps to increase your chances of surviving an armed intruder. You decide which of the five steps are appropriate given the situation and danger. This is not a list of "must do" or "will do" instructions.
- **A**lert – You are alerted to danger by the sound of gunshots, an announcement, text or other method.
- **L**ockdown – Secure yourself immediately. Follow the [Shelter in Place](#) procedure on page 13. Remain behind closed doors in a barricaded room, if possible. Do not leave or unlock the door to see 'what's happening.' Do not huddle as a group. Stay away from windows.
- **I**nform – If possible, call 911 or 8-911 from a campus phone. Notify authorities, if safe to do so. Do not assume someone else has called 911.
- **C**ounter - Confront the intruder, as a group, with anything at your disposal, fight, create chaos
- **E**vacuate. Run, break windows & if safe to do so, jump.

If police enter the room, make sure your hands are visible.

### **SUSPICIOUS BEHAVIOR**

- Get to a safe location.
- Call either the Welcome Center by dialing 0 from a campus phone or 860-773-1300 or call Security's cell phone: 860-541-0800.
- Do not physically confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit

### **DISRUPTIVE BEHAVIOR/FIGHTING**

- Do not attempt to separate two combatants
- Get to a safe location.
- Call either the Welcome Center by dialing 0 from a campus phone or 860-773-1300 or call Security's cell phone: 860-541-0800.
- Notify the Dean of Student Affairs at 860-773-1480.

### **BOMB THREATS**

- Dial 911 or 8-911 from a campus phone.
- Remain calm.
- Get as much information as possible from the threatening caller.
- Employees should keep the Bomb Threat Questionnaire (see page 39) near their phone.
- Evacuate the area.

### **SUSPICIOUS PACKAGE**

- Do not use radio or cell phone within 100 feet of the package.
- Call the Welcome Center from a safe location. Dial 0 from a campus phone or 860-773-1300.
- Do not touch or disturb the object or package

### **POWER OUTAGE**

Facilities staff will contact Eversource to determine how long the outage will last. Depending on the time of day, weather conditions and expected length of outage, the administration will determine whether or not to cancel and/or dismiss classes.

If power is lost:

- Campus phones will remain powered for approximately 15-20 minutes
- Call the Welcome Center from a safe location. Dial 0 from a campus phone or 860-773-1300 to report the outage.
- Move students to a window or entrance area with light (if available).
- Do not dismiss class until you have an official announcement
- Turn off /unplug any switches or equipment that were running in order to avoid a surge when power is restored
- If the decision is to close the campus or cancel classes, notification will be issued through the means listed in Public Information Notifications on page 10.

### **HAZARDOUS SPILL/CHEMICAL EXPOSURE**

Safety Data Sheets (SDS) provide substantial information regarding all chemicals on campus. They are located in the work area. Employees should be familiar with the college's Exposure Control Plan and Hazard Communication Program. In the case of a spill or exposure, take the following steps:

- Dial 911 or 8-911 from a campus phone.
- Be prepared to provide the following information:
  - Name and quantity of the material
  - Location and time of the incident
  - If anyone is injured or exposed to the material
  - If a fire or explosive is involved
  - Your name, phone number and location
- Identify, if possible, the chemical and retrieve the appropriate SDS for correct first aid and clean-up procedures.
- Close all doors to isolate the area if it is safe to do so.
- Evacuate if necessary.
- For spills in the Chemistry Lab, call for help on a campus phone by dialing 19603. Speaking into the receiver will broadcast your voice across the lab phones.

In case of exposure to a chemical substance, remember the eye wash stations are located in all labs. Refer to page 33 for location of all eye wash stations. Take the following steps:

- Students – notify faculty member immediately
- Remain calm
- Call the Welcome Center from a safe location. Dial 0 from a campus phone or 860-773-1300.
  - Your location
  - The chemical to which you were exposed
  - Whether you are having a physical reaction, such as burns or difficulty breathing
- Unless directed to do otherwise by the label directions, use large amounts of water for at least 15 minutes to flush the affected area.

The college's Chemical Hygiene Plan and lab safety procedures may be found at this link:  
<https://tunxis.edu/college-information/consumer-information/>

### **EMOTIONAL EVENT**

- Don't try to handle a person in psychological crisis by yourself
- Call the Welcome Center from a safe location. Dial 0 from a campus phone or 860-773-1300.
- Remain calm. Do not overreact
- Be empathetic. Listen without judging.
- Direct attention to the issue at hand
- Permit verbal venting
- Avoid physical techniques
- Keep the person engaged and distracted if safe to do so.
- To avoid escalation, the following suggestions may be helpful:
  - Keep no-verbal cues non-threatening
  - Set and enforce reasonable limits

Please visit [Care Team - CT State](#) to make a CARE referral and learn more about the team. .

### **FEEDBACK**

Suggestions for improving the Emergency Response Plan are encouraged. Please send an email to [jyork@tunxis.edu](mailto:jyork@tunxis.edu)

### **TUNXIS WEBSITE RESOURCES**

#### **Campus Security Information**

<http://www.tunxis.edu/college-information/campus-security-act/>

#### **Emergency Procedures**

<http://www.tunxis.edu/college-information/emergency/>

#### **Crisis Services**

[Crisis Services - Tunxis Community College](#)

#### **Sexual Assault & Interpersonal Violence**

<https://www.tunxis.edu/college-information/sexual-assault-and-interpersonal-violence/>

### **OPERATING HOURS – WELCOME CENTER**

|                   |                        |
|-------------------|------------------------|
| Monday - Thursday | 9:00 a.m. – 4:00 p.m.  |
| Friday            | 12:00 p.m. – 3:00 p.m. |
| Saturday          | Closed                 |
| Sunday            | Closed                 |

### **OPERATING HOURS – SECURITY**

|                   |                        |
|-------------------|------------------------|
| Monday - Thursday | 7:00 a.m. – 10:30 p.m. |
| Friday            | 7:00 a.m. – 9:30 p.m.  |
| Saturday          | 8:00 a.m. – 3:00 p.m.  |
| Sunday            | Closed                 |

### **CONTACT NUMBERS – EMERGENCY**

|                     |   |
|---------------------|---|
| Emergency           | 911 or 8-911                              |
| Welcome Center      | 0 if dialed from campus phone or 773-1300 |
| Security Cell Phone | 860-541-0800                              |

### **CONTACT NUMBERS – NON-EMERGENCY**

|                                 |   |
|---------------------------------|---|
| Welcome Center                  | 0 if dialed from campus phone or 773-1300 |
| Tunxis Weather – Emergency Line | 860-773-1301                              |
| Dean of Student Affairs         | 860-773-1480                              |
| Director of Facilities          | 860-773-1321                              |
| Media Inquiries                 | 860-773-1407                              |
| Bristol Career Center           | 860-773-1462                              |
| Deputy Title IX Coordinator     | 860-773-1480                              |
| Student Advocate                | 860-773-1493                              |

**RESOURCES**  
**Tunxis Community College**  
**Police & Fire**

CT Sex Offender Registry

[http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567)

Farmington Police Department

319 New Britain Avenue

Unionville, CT 06085

911 or 860-675-2400

<http://www.farmington-ct.org/departments/police-department>

Farmington Fire Department

1 Monteith Drive

Farmington, CT 06032

911 or 860-675-2322

<http://www.farmington-ct.org/departments/fire-department>

Southwest Fire Station

2 Westwoods Drive

Farmington, CT 06032

911 or 860-675-2537

Bristol Police Department

131 North Main Street

Bristol, CT 06010

911 or 860-584-3011

Tip Line: 860-585-TIPS

<http://www.ci.bristol.ct.us/index.aspx?NID=200>

Bristol Fire Department

181 North Main Street

Bristol, CT 06010

911 or 860-584-7690

<http://www.ci.bristol.ct.us/index.aspx?NID=195>

CT Department of Emergency Services & Public Protection

CT State Police

Troop H

100R Washington Street

Hartford, CT 06112

800-968-0664

860-534-1000

[http://www.ct.gov/despp/cwp/view.asp?a=4201&q=494678&desppNAV\\_GID=2077&desppNav](http://www.ct.gov/despp/cwp/view.asp?a=4201&q=494678&desppNAV_GID=2077&desppNav)  
[=](#)

**RESOURCES**  
**Tunxis Community College**  
**Off Campus Resources**

Wheeler Clinic, Inc.  
91 Northwest Drive  
Plainville, CT 06062  
Main Number: 888-793-3500  
Community Response Team: 860-747-8719  
[www.wheelerclinic.org](http://www.wheelerclinic.org)

University of Connecticut Health Center  
263 Farmington Avenue  
Farmington, CT 06030  
1-84-GET-UCONN  
[www.uchc.edu](http://www.uchc.edu)

CT Alliance to End Sexual Violence  
Statewide 24 hour toll free hotline  
1-888-999-5545 English  
1-888-568-8332 Español  
[www.endsexualviolencect.org](http://www.endsexualviolencect.org)

Hospital of Central Connecticut  
100 Grand Street  
New Britain, CT 06052-2017  
860-224-5011  
[www.thocc.org](http://www.thocc.org)

National Suicide Prevention Lifeline  
1-800-273-TALK (8255)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Community Health Resources (CHR)  
1-877-884-3571  
[www.chrhealth.org](http://www.chrhealth.org)

InterCommunity (IC)  
111 Founders Plaza, 18<sup>th</sup> Floor  
East Hartford, CT 06108  
860-569-5900  
[www.intercommunityct.org](http://www.intercommunityct.org)

Not Alone (White House 2017 Task Force)  
<https://www.whitehouse.gov/sites/whitehouse.gov/files/images/Documents/1.4.17.VAW%20Event.TF%20Report.PDF>

Dept. of Mental Health & Addiction Services  
Mobile Crisis Team  
500 Vine Street  
Hartford, CT 06112  
860-297-0999  
<http://www.ct.gov/dmhas/cwp/view.asp?a=2902&q=335256>

**RESOURCES**  
**Tunxis Community College**  
**Off Campus Resources**

Farmington Valley Health District  
95 River Road, Suite C  
Canton, CT 06019  
860-352-2333  
<http://fvhd.org/>

Alcoholics Anonymous  
1-866-STEPS12  
<http://www.ct-aa.org/home/>

Rape, Abuse & Incest National Network (RAIN)  
National Sexual Assault Hotline:  
1-800-656-HOPE (4673)  
<https://www.rainn.org/>

Prudence Crandall Center for Women  
594 Burritt Street  
New Britain, CT 06050  
860-225-5187  
<http://prudencecrandall.org/>

Vet2Vet Veterans' Crisis Hotline  
1-877-VET-2-VET (838-2838)  
<http://vet2vetusa.org/>

CT Coalition against Domestic Violence  
(CCADV)  
888-774-2900  
844-831-9200 Español  
<http://www.ctcadv.org/>

American Red Cross  
209 Farmington Ave.  
Farmington, CT 06032  
877-287-3327  
<http://www.redcross.org/ct>

Al-Anon  
888-4AL-ANON (888-425-2666)  
<http://www.al-anon.alateen.org/>

Salvation Army Homeless Shelter  
78 Franklin Square  
New Britain, CT 06051  
860-225-8491  
<http://www.salvationarmyusa.org/>

VA Connecticut Healthcare  
System Newington Campus  
555 Willard Avenue  
Newington, CT 06111  
860-666-6951  
<http://www.connecticut.va.gov/>

Veterans' Crisis Hotline  
1-800-273-8255, press 1  
<http://www.veteranscrisisline.net/>



**SAFE (Sexual Assault Forensic Examiner) Hospitals –  
Specialize in Responding to Complainants of Sexual Assault**

<http://www.assaultservicesknowledge.org/ct/get-medical-help/medical-forensic-exams>

**Hartford Hospital**

800 Seymour Street  
Hartford, CT 06102  
860-545-0000

<http://www.harthosp.org/locations/new-britain-general-campus>

**The Hospital of Central CT (N.B. Campus)**

100 Grand Street  
New Britain, CT 06052  
860-224-5011

[https://thocc.org/services/emergency-services/clinics-](https://thocc.org/services/emergency-services/clinics-locations/new-britain-general-campus)

**Manchester Memorial Hospital**

71 Haynes Street  
Manchester, CT 06040  
860-646-1222

<https://www.echn.org/location/manchester-memorial-hospital>

**Middlesex Hospital**

28 Crescent Street  
Middletown, CT 06457

860-358-6000 <https://middlesexhealth.org/>

**St. Francis Hospital**

114 Woodland Street  
Hartford, CT 06105  
860-714-4000

<http://www.stfranciscare.org>

**Windham Hospital**

112 Mansfield Avenue  
Willimantic, CT 06226  
860-456-9116

<https://windhamhospital.org/>

**Sexual Assault & Interpersonal Violence Resources**

**Tunxis Title IX Flyer**

<https://admin.studentsuccess.org/download/584>

**Sexual Assault and Interpersonal Violence - What You Need to Know**

<http://www.tunxis.edu/college-information/sexual-assault-and-interpersonal-violence/>

**Sexual Violence Prevention Videos**

**Tunxis Take a Stand Video**

<https://youtu.be/J7QoKoTayBI>

**Stalking**

<http://youtu.be/8VrLr5Q3q9w>

**It's on Us Video**

<https://www.youtube.com/watch?v=2H5XxbFISY8>

**Tunxis Community College  
2023-24 Crisis Management Team**

| <b>Name</b>           | <b>Title</b>                          | <b>Work Phone</b> |
|-----------------------|---------------------------------------|-------------------|
| Boulay, Caroline      | Librarian                             | 773-1546          |
| Collins, Deborah      | Director, Early Childhood Center      | 773-1346          |
| McKinney, Jessica**   | Interim Dean of Faculty and Students  | 773-1631          |
| Lake, Sydney          | Associate Dean of Student Development | 773-1644          |
| LaPorte, Christopher^ | Director of Student Activities        | 773-1362          |
| Lodovico, John^       | Director of Facilities                | 773-1321          |
| Reome, Darryl         | Chief Executive Officer               | 773-1482          |
| <b>New Members</b>    | <b>Seeking for 23-24</b>              |                   |

*^Member of Emergency Medical Response Team*

*\*\*Co-Chairs, Crisis Management Team*

**Tunxis**  
**2023-24 Emergency Medical Response Team**

*Employees certified in First Aid and Automated External Defibrillator (AED)*

| <b>Name</b>          | <b>Title</b>                         | <b>Work Phone</b> | <b>Expiration</b> | <b>Location</b>                      |
|----------------------|--------------------------------------|-------------------|-------------------|--------------------------------------|
| Cardoso, Jenny       | Research Assistant                   | 773-1411          | 2022              | 100 Building, Institutional Research |
| McKinney, Jessica*   | Interim Dean of Faculty and Students | 773-1631          | 2022              | 100 Building, 1-095                  |
| Crowe, Peter         | Building Superintendent              | 773-1327          | 2022              | 600 Building, 6-088                  |
| Edwards, Brittany    | Dental Clinic Associate              | 773-1681          | 2022              | Faculty                              |
| Foster, Ashley       | Library Associate                    | 773-1549          | 2022              | 700 Building, Circulation Desk       |
| LaPorte, Christopher | Director of Student Activities       | 773-1362          | 2022              | 100 Building, Student Lounge         |
| Lodovico, John       | Director of Facilities               | 773-1321          | 2022              | 100 Building, CEO's Office           |
| Lozada, Helen        | Academic Advisor                     | 773-1516          | 2022              | 100 Building – Counseling            |
| Peters, Kirk         | Full-Time Lecturer, FYE              | 773-1697          | 2022              | Faculty                              |
| Woolford, Adam       | Tutor                                | 773-1531          | 2022              | Academic Success Center              |
| <i>New members</i>   | <i>Seeking for 23-24</i>             |                   |                   |                                      |

*\* Chair, Emergency Medical Response Team*

**2023-24 CARE Team**

| <b>Name</b>          | <b>Title</b>                         | <b>Work Phone</b> | <b>Location</b>              |
|----------------------|--------------------------------------|-------------------|------------------------------|
| Lake, Sydney         | Research Assistant                   | 773-1644          | 100 Building                 |
| McKinney, Jessica*   | Interim Dean of Faculty and Students | 773-1631          | 100 Building,                |
| LaPorte, Christopher | Director of Student Activities       | 773-1362          | 100 Building, Student Lounge |
| Lodovico, John       | Director of Facilities               | 773-1321          | 100 Building, CEO's Office   |
| Wilkie, Sarah        | Counselor                            | 773-1516          | 600 Building ASTC            |
| McCarthy, Alision    | Counselor                            | 773-1487          | 600 Building ASTC            |

**Tunxis**  
**2023-24 Health & Safety Committee**

| <b>Name</b>                   | <b>Title</b>                             | <b>Work Phone</b>    |
|-------------------------------|--|----------------------|
| Annecharico, Erin             | Program Coordinator,<br>Dental Assisting | 773-1680             |
| Clark, Robert                 | Professor, Math                          | 773-1612             |
| Colangelo, Ken                | Information Technology<br>Technician II  | 773-1409             |
| Craven, Vivian                | Counselor                                | 773-1506             |
| Crowe, Peter                  | Building Superintendent                  | 773-1327             |
| Lavin, Robert                 | Network Administrator                    | 773-1618             |
| Lodovico, John                | Director of Facilities                   | 773-1321             |
| Mountassir, Mohamed*          | Math Tutor                               | 773-1528             |
| Perri, Behnaz<br>Sirois, Lori | Librarian<br>Facilities Scheduler        | 773-1552<br>773-1735 |

*\*Chair, Health & Safety Committee*

**Tunxis Community College  
2023-24 Campus Resource Team**

| <b>Name</b>             | <b>Title</b>  | <b>Affiliation</b>                        |
|-------------------------|---|---|
| York McKinney, Jessica* | Interim Dean of Faculty and Students                                  | CT State Community College, Tunxis Campus |
| Lake, Sydney            | Associate Dean of Student Development and Deputy Title IX Coordinator | CT State Community College, Tunxis Campus |
| Derosier, Danielle      | Prevention Coordinator  | Prudence Crandall Center, Inc.            |
| LaRue, Luke             | Sergeant  | CT State Police<br>Sex Offender Registry  |
| Lodovico, John          | Director of Facilities  | CT State Community College, Tunxis Campus |
| Mann, Kelly             | Student Advocate  | CT State Community College, Tunxis Campus |
| McCarthy, Alison        | Counselor   | CT State Community College, Tunxis Campus |
| Wilkie, Sarah           | Counselor   | CT State Community College, Tunxis Campus |
| Mountassir, Mohamed     | Chair   | Tunxis Campus, Health & Safety Committee  |
| Ryan, Colin             | Chief of Police   | Farmington Police Department              |
| Neeham, Olivia          | Campus Advocate   | YWCA                                      |

**\*Chair**

*\*Chair, Campus Resource Team*

### **First Aid Kits**

| <b>Building</b> | <b>Room#</b>     | <b>Description</b>       |  | <b>Building</b>  | <b>Room#</b> | <b>Description</b>         |
|-----------------|------------------|--------------------------|--|------------------|--------------|----------------------------|
| 100             | N/A              | Info Desk                |  | 600              | 6-090        | Maintenance Shop           |
| 100             | N/A              | Cafeteria                |  | 600              | 6-109        | Academic Support           |
| 100             | N/A              | Counseling               |  | 600              | 6-131        | Biology                    |
| 100             | Adjacent to F-57 | Faculty Area             |  | 600              | 6-137        | Biology                    |
| 100             | N/A              | Student Lounge           |  | 600              | 6-139        | Physics                    |
| 100             | N/A              | M.I.T                    |  | 600              | 6-147        | Chemistry                  |
|                 |                  |                          |  | 600              | 6-148        | Chemistry                  |
| 200             | N/A              | Facilities               |  | 600              | 6-219        | Dental Prep                |
| 200             | 202              | C.N.A. Lab               |  | 600              | 6-222        | Photography                |
| 200             | 209              | Custodial                |  | 600              | 6-224        | Art                        |
|                 |                  |                          |  | 600              | 6-228        | Graphics                   |
|                 |                  |                          |  | 600              | 6-230        | Art                        |
|                 |                  |                          |  | 600              | 6-377        | Work Room                  |
| 300             | 306              | Registered Medical Asst. |  |                  |              |                            |
| 300             | 315-320          | Computer Lab             |  | 700              | 7-116        | Continuing Education       |
| 300             | N/A              | Early Childhood Center   |  | 700              | N/A          | Library First Floor        |
|                 |                  |                          |  | 700              | N/A          | Library Second Floor       |
|                 |                  |                          |  |                  |              |                            |
| Bidstrup        | N/A              | 2 <sup>nd</sup> Floor    |  | Tunxis @ Bristol | N/A          | Bristol satellite location |

### **Emergency Rescue Chairs**

|              |  |
|--------------|--|
| 600 Building | Second Floor Stairwell Adjacent to Bidstrup Hall                         |
| 600 Building | Second Floor Stairwell Adjacent to 700 Building                          |
| 700 Building | Second Floor, Attached to the wall at the top of the stairs on the right |

### **Wheelchairs**

|              |                             |
|--------------|-----------------------------|
| Room 202     | C.N.A. Lab                  |
| 100 Building | President's Conference Room |

### **Automated External Defibrillators (AEDs)**

|              |                  |
|--------------|------------------|
| 100 Building | Welcome Center   |
| 6-219        | Dental Prep      |
| Library      | Circulation Desk |

### **Hand Sanitizer Units**

| <b>Building</b> | <b>Room#</b>          | <b>Description</b> |  | <b>Building</b>  | <b>Room#</b> | <b>Description</b>         |
|-----------------|-----------------------|--------------------|--|------------------|--------------|----------------------------|
| Bidstrup        | 1 <sup>st</sup> Floor | Marketing          |  | 100              | N/A          | Cafeteria                  |
| Bidstrup        | 2 <sup>nd</sup> Floor | Business Office    |  | 100              | N/A          | Admissions                 |
| 700             | Library               | First Floor        |  | 100              | N/A          | President's Office         |
| 700             | Library               | Second Floor       |  | 100              | N/A          | Counseling                 |
| 700             | 7-116                 | Continuing Ed.     |  | 100              | N/A          | Records                    |
| 300             | 315-320               | Computer Lab       |  | 100              | SC133        | Mailroom                   |
| 600             | 6-109                 | Academic Support   |  | 100              | N/A          | Human Resources            |
| 200             | N/A                   | Cashiers           |  | 100              | N/A          | Bookstore                  |
| 200             | N/A                   | Student Lounge     |  | 100              | N/A          | Welcome Center             |
| 200             | N/A                   | MIT                |  | 100              | N/A          | Faculty Area               |
| 200             | N/A                   | Maintenance        |  | Farmington House | N/A          | 258 Scott Swamp Road       |
| 200             | 209                   | Custodial          |  | Tunxis @ Bristol | N/A          | Bristol satellite location |
| 200             | N/A                   | Child Care         |  |                  |              |                            |

### **Keyboard Wipes**

| <b>Building</b> | <b>Room#</b> | <b>Description</b> |
|-----------------|--------------|--------------------|
| 700             | Library      | Library            |
| 300             | 315-320      | Computer Lab       |

### **Emergency Medical Response Team "Jump Bag"**

Welcome Center  
700 Building Circulation Desk



### **Eye Wash Stations**

|       |   |
|-------|---|
| 202   | Emergency Eye Wash Station, Single Bottle, 32 oz. |
| 306   | Registered Medical Assistant                      |
| 308   | Classroom   |
| 309   | IT Storage  |
| 310   | Emergency Eye Wash Station, Single Bottle, 32 oz. |
| 326   | Emergency Eye Wash Station, Single Bottle, 32 oz. |
| 6-131 | Biology   |
| 6-133 | Biology Prep                                      |
| 6-137 | Biology   |
| 6-139 | Microbiology                                      |
| 6-146 | Chemistry Prep                                    |
| 6-147 | Chemistry   |
| 6-148 | Chemistry   |
| 6-205 | Custodial Closet                                  |
| 6-218 | Dental Lab  |
| 6-219 | Dental Prep                                       |
| 6-220 | Dental Materials                                  |
| 6-222 | Photography                                       |
| 6-241 | Film Room   |
| 7-114 | Custodial Closet                                  |

**Tracking form for Sexual Assault, Sexual Harassment, Stalking or Intimate Partner  
Violence Disclosure**

Date: \_\_\_\_\_

To: Sydney Lake, Deputy Title IX Coordinator

From: Faculty Member \_\_\_\_\_

Department \_\_\_\_\_

Staff Member \_\_\_\_\_

Department \_\_\_\_\_

Subject: Sexual Assault; Sexual Harassment, Stalking, and/or Intimate Partner Violence  
incidences

(Definitions on reverse side)

Name of Student/Employee \_\_\_\_\_

Banner ID \_\_\_\_\_

You may use initials only for Disclosure only. Identity will not be disclosed except in very  
limited circumstances

Recommendation/Expected action of (student/employee) who reported the incident

\_\_\_\_\_ Disclosure only: Share information without a request for conduct investigation

\_\_\_\_\_ Filing a Report: Investigation and action by College requested

\_\_\_\_\_ Resources were provided to the student/employee. If so please list

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Report/Disclosure: \_\_\_\_\_

General Category of report/disclosure:

\_\_\_\_\_ Sexual Harassment  
\_\_\_\_\_ Sexual Assault  
\_\_\_\_\_ Stalking  
\_\_\_\_\_ Intimate Partner Violence  
\_\_\_\_\_ Domestic Violence  
\_\_\_\_\_ Dating Violence

It is strongly advisable to submit this report of disclosure to Charles Cleary, Deputy Title IX  
Coordinator located in Dean of Student Affairs Office, 1-116 in the 100 Building within 48 hours  
of being informed of the incident.

## **2023-24 Campus Security Authorities**

### Management

|                        |   |
|------------------------|---|
| Barry, Jennifer        | Campus Advising Lead  |
| Bidwell, Mary          | Associate Dean, Advanced Manufacturing Technology Center  |
| Bovia, Wendy           | Regional HR Manager, North-West Region  |
| Lake, Sydney           | Associate Dean of Student Development, Deputy Title IX Coordinator, Co-Chair CARE Team                      |
| Lodovico, John         | Director of Facilities  |
| McKinney, Jessica York | Interim Dean of Faculty and Students, Chair Crisis Management, Chair Emergency Response, Co-Chair CARE Team |
| Rosamilio, Noel        | Manager of Enrollment Operations  |
| Reome, Darryl          | Chief Executive Officer   |

### Others

|                      |                                    |
|----------------------|------------------------------------|
| Crowe, Peter         | Co-Chair, Crisis Management Team   |
| DeBari, Karen        | Veterans' Mentor/OASIS Coordinator |
| LaPorte, Christopher | Director of Student Activities     |
| Kelly Mann           | Student Advocate                   |

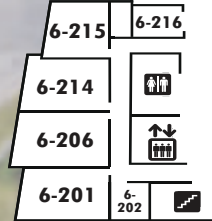
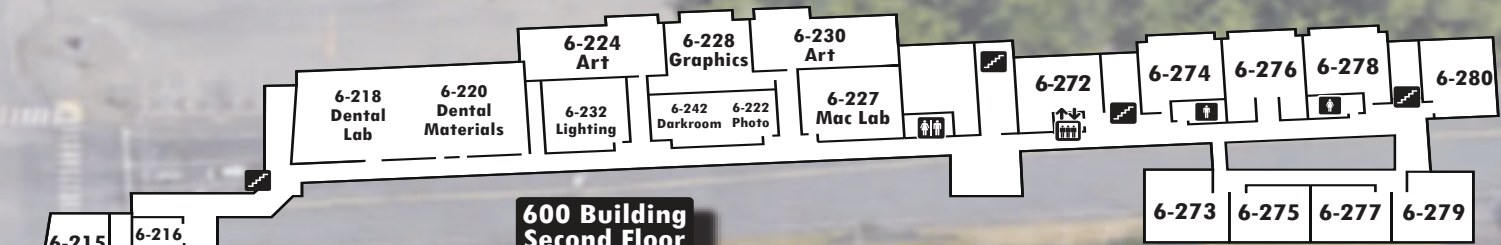
### Club Advisors

|                            |   |
|----------------------------|---|
| Abbot, Jesse               | Philosophy Club                                       |
| Annecharico, Erin          | Dental Assisting                                      |
| Clucas, Marie              | Community Outreach                                    |
| DeNegre, Peter             | Art Club  |
| Holland, Mary              | Paralegal Club  |
| Fierro, Rafaele            | Civic Engagement Institute                            |
| Fierro, Rafaele            | Political Action Committee                            |
| Zimmerman, Marc            | Student Newspaper (The Sun)                           |
| Green, Rachel              | Student American Dental Hygienist Association (SADHA) |
| LaPorte, Christopher       | Robotics Club & Gaming Club                           |
| Lozada, Helen              | Phi Theta Kappa                                       |
| Mann, Kelly & Sirois, Lori | Healthy Minds Club                                    |
| McKinney, Jessica York     | Got Pride Clum  |
| Miller, Eric               | Jam Club  |
| Milewski, Mark             | Business Club   |
| Hinton, Michael            | Theatre Club  |
| Vacant                     | Future Educators                                      |
| Vacant                     | Human Services Club                                   |
| Mountassir, Mohamed        | Muslim Student Association                            |
| Vacant                     | Sports Club   |
| Zimmerman, Marc            | Student Newspaper (The Sun)                           |

| <b>Index</b>  | <b>Page Number</b> |
|---|--------------------|
| <a href="#"><u>Active Shooter</u></a>                             | 17                 |
| <a href="#"><u>Annual Security Report</u></a>                     | 12                 |
| <a href="#"><u>Assembly Points</u></a>                            | 13                 |
| <a href="#"><u>Automated External Defibrillators (AED's)</u></a>  | 31                 |
| <a href="#"><u>Behavioral Intervention Team</u></a>               | 11                 |
| <a href="#"><u>Behavioral Intervention Team Members</u></a>       | 28                 |
| Bomb Threat Questionnaire   | 39                 |
| <a href="#"><u>Bomb Threats</u></a>                               | 18                 |
| Campus Incident Report Form                                       | 40                 |
| Campus Map  | 41                 |
| <a href="#"><u>Campus Resource Team Members</u></a>               | 30                 |
| <a href="#"><u>Campus Safety Videos</u></a>                       | 6                  |
| <a href="#"><u>Campus Security</u></a>                            | 5                  |
| <a href="#"><u>Campus Security Authorities</u></a>                | 35                 |
| <a href="#"><u>Chemical Hygiene Plan</u></a>                      | 12                 |
| <a href="#"><u>Contact Numbers – Emergency</u></a>                | 21                 |
| <a href="#"><u>Contact Numbers – Non-Emergency</u></a>            | 21                 |
| <a href="#"><u>Crisis Management Team</u></a>                     | 11                 |
| <a href="#"><u>Crisis Management Team Members</u></a>             | 26                 |
| <a href="#"><u>Disruptive Behavior/Fighting</u></a>               | 17                 |
| <a href="#"><u>Drug Free Schools &amp; Campuses Act</u></a>       | 12                 |
| <a href="#"><u>Emergency Medical Response Team</u></a>            | 11                 |
| <a href="#"><u>Emergency Medical Response Team “Jump Bag”</u></a> | 32                 |
| <a href="#"><u>Emergency Medical Response Team Members</u></a>    | 27                 |
| <a href="#"><u>Emergency Notifications</u></a>                    | 7                  |
| Emergency Procedures Classroom Posting                            | 42                 |
| <a href="#"><u>Emergency Response Plan Feedback</u></a>           | 20                 |
| <a href="#"><u>Emergency Response Procedures</u></a>              | 8                  |
| <a href="#"><u>Emotional Event</u></a>                            | 20                 |
| <a href="#"><u>Evacuation Procedures</u></a>                      | 14                 |
| <a href="#"><u>Exposure Control Plan</u></a>                      | 12                 |
| <a href="#"><u>Eye Wash Stations</u></a>                          | 33                 |
| <a href="#"><u>Fire Emergency</u></a>                             | 16                 |
| <a href="#"><u>First Aid Kits</u></a>                             | 31                 |
| <a href="#"><u>General Procedures for Reporting A Crime</u></a>   | 4                  |
| <a href="#"><u>Geography</u></a>                                  | 4                  |
| <a href="#"><u>Hand Sanitizer Units</u></a>                       | 32                 |
| <a href="#"><u>Hazard Communication Program</u></a>               | 12                 |
| <a href="#"><u>Hazardous Materials Spills/Chemical Spill</u></a>  | 19                 |
| <a href="#"><u>Health &amp; Safety Committee Members</u></a>      | 29                 |
| <a href="#"><u>Health Screenings</u></a>                          | 12                 |
| <a href="#"><u>Keyboard Wipes</u></a>                             | 32                 |
| <a href="#"><u>Media Inquiries</u></a>                            | 11                 |

|  |    |
|--|----|
| <a href="#"><u>Medical Emergency</u></a>   | 16 |
| <a href="#"><u>Memberships</u></a>   | 12 |
| <a href="#"><u>myCommNet Alert</u></a>   | 6  |
| <a href="#"><u>Operating Hours - Security</u></a>  | 21 |
| <a href="#"><u>Operating Hours –Welcome Center</u></a>   | 21 |
| <a href="#"><u>Pandemic Planning</u></a>   | 11 |
| <a href="#"><u>Power Outage</u></a>  | 18 |
| <a href="#"><u>Public Information Notifications</u></a>  | 10 |
| <a href="#"><u>Rescue Chairs</u></a>   | 31 |
| <a href="#"><u>Resources – Off Campus</u></a>  | 23 |
| <a href="#"><u>Resources – Police or Fire</u></a>  | 22 |
| <a href="#"><u>SAFE Hospitals</u></a>  | 25 |
| <a href="#"><u>Severe Weather</u></a>  | 13 |
| <a href="#"><u>Sexual Assault Resources</u></a>  | 25 |
| <a href="#"><u>Sexual Misconduct</u></a>   | 14 |
| <a href="#"><u>Shelter in Place Procedure</u></a>  | 13 |
| <a href="#"><u>Students with Disabilities</u></a>  | 11 |
| <a href="#"><u>Suspicious Behavior</u></a>   | 17 |
| <a href="#"><u>Suspicious Package</u></a>  | 18 |
| <a href="#"><u>Timely Warnings</u></a>   | 7  |
| <a href="#"><u>Tracking Form for Sexual Assault, Sexual Harassment, Stalking or Intimate Partner Violence Disclosure</u></a> | 34 |
| <a href="#"><u>Wheelchairs</u></a>   | 31 |

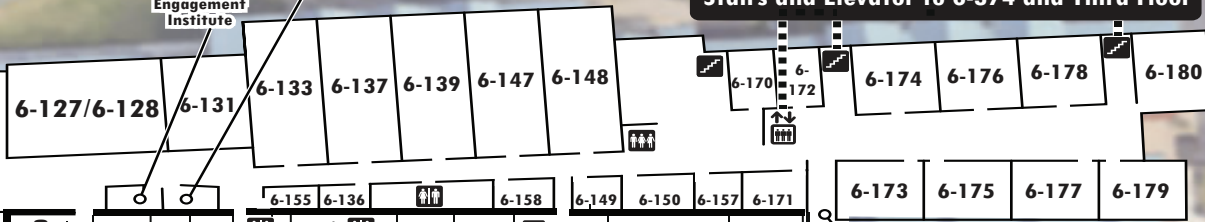
## 600 Building Second Floor



## Stairs and Elevator to 6-374 and Third Floor

**Bidstrup Hall**  
Academic Advising Center

**Tunxis Room**



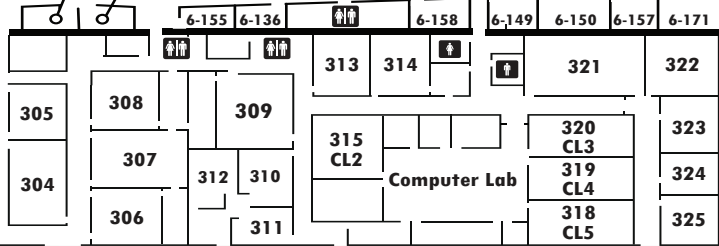
## 600 Building East Entrance

Academic Success and Tutoring Center  
Counseling

6-122 Tech Tutor

Art Gallery  
English Lab Algebra Lab

## 600 Building West Entrance



Computer Lab

326 - Phlebotomy

Early Childhood Center

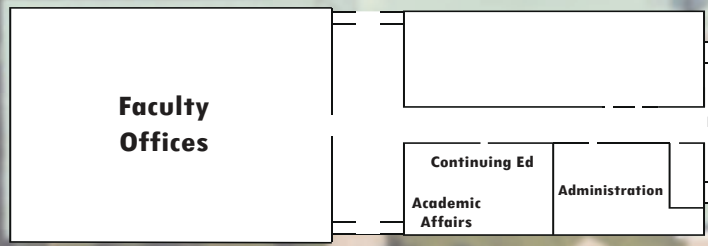
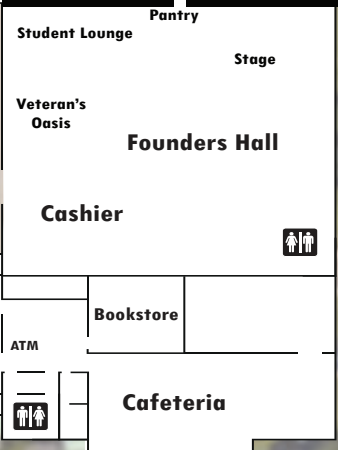
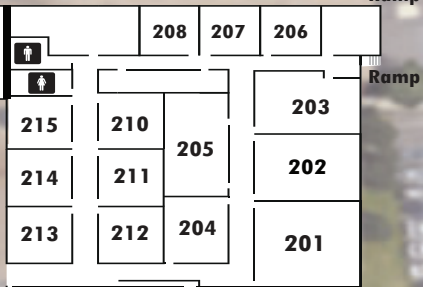
To 600 Building

**Admissions and Enrollment Center**  
• Financial Aid  
• Registrar  
• Records

Circulation  
**Library**  
Reference  
Classroom

Pages Café

**Enter**



## Main Entrance

**Tunxis Community College**  
tunxis.edu/maps

177

# BOMB THREAT QUESTIONNAIRE

(Place this questionnaire under your telephone.) Complete all information.  
Please circle appropriate choice(s) or write in spaces provided.



## QUESTIONS TO ASK CALLER

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

## CALLER/CALL DETAILS

Male    Female    Race: \_\_\_\_\_ Age: \_\_\_\_\_

Voice Type: Calm • Angry • Excited • Slow • Rapid • Soft • Loud • Laughing • Crying • Normal • Lisp  
Distinct • Slurred • Nasally • Stutter • Raspy • Deep • Ragged • Clearing Throat • Deep Breathing  
Crackling • Disguised • Accent • Familiar: whom did it sound like? \_\_\_\_\_

Language Type: Well-spoken (educated) • Foul • Irrational • Incoherent • Taped • Scripted

Background Sounds: Street Noises • Crockery • Voices • PA System • Music • House Noises • Motor  
Office Machinery • Factory Machinery • Animal Noises • Clear • Static • Local • Long Distance  
Booth • Other: \_\_\_\_\_

## DETAILS of THREAT MADE

What were the exact words used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL INFORMATION

Who Received Call? \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call Received at Phone # \_\_\_\_\_ Call Length: \_\_\_\_\_ Location: \_\_\_\_\_

Receiver's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ **CALL 911 or 8-911 IMMEDIATELY.** HAVE A CO-WORKER OR STUDENT CALL THE TUNXIS INFORMATION DESK (0). FOLLOW THE INSTRUCTIONS OF THE 911 DISPATCHER.

*Note: complete emergency protocols can be found on the TCC Intranet in the Health and Safety Committee folder.*

# Campus Incident Report

Tunxis Community College ~ 271 Scott Swamp Road ~ Farmington, CT

## Incident

General Information

Type of Incident

☐ Crime ☐ Medical ☐ Other

Date

Time

AM/PM

Location

Name(s)

☐ Student ☐ Employee ☐ Other

## Medical

Only to be used if 'Medical' is indicated above for 'Type of Incident'

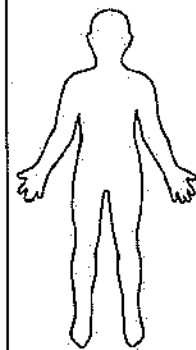
Was 911 activated? ☐ Yes ☐ No

Type of Injury

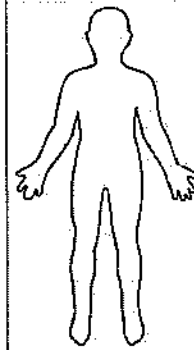
- ☐ Bruise
- ☐ Cut/Scrape/Puncture
- ☐ Swollen
- ☐ Respiratory
- ☐ Burn
- ☐ Nausea
- ☐ Fainting
- ☐ Other

Location of Injury

Front



Back



Source of Injury

- ☐ Bodily Motion
- ☐ Environment
- ☐ Fixture
- ☐ Surface
- ☐ Equipment
- ☐ Other

## Narrative

Please describe the incident in your own words.

## Signature

By signing this form, you acknowledge that the information contained within is accurate to the best of your knowledge

Printed Name

Signature

Date

\*\*\*RETURN COMPLETED FORM TO DEAN OF ADMINISTRATION\*\*\*

Page 1 of 1



# EMERGENCY PROCEDURES

|                      |              |                         |              |
|----------------------|--------------|-------------------------|--------------|
| Police/Fire/Medical  | 911          | Information Desk        | 0            |
| Security Cell Phone  | 860-541-0600 | Dean of Student Affairs | 860-773-1480 |
| Title IX Coordinator | 860-773-1646 | Emergency/Weather Line  | 860-773-1301 |



## Fire / Building Evacuation

- Dial 911
- When the fire alarm is activated, evacuation is mandatory - leave immediately
- Do not use elevators
- Leave through nearest emergency exit
- Consider individuals with disabilities
- Close doors as you exit
- Move all personnel to a safe area away from the building



## Medical

- Dial 911
- If you are not in imminent danger, dial 0
- Do not move an injured person unless he/she are in imminent danger
- Do not provide first aid, unless certified
- Use personal protective equipment



## Emotional Event

- Dial 0 to report the incident
- Don't try to handle a person in psychological emergency by yourself
- Remain calm, do not overreact
- Be empathetic, listen without judging
- Direct attention to the issue at hand
- Permit verbal venting
- Avoid physical techniques
- Keep the person engaged and distracted if safe to do so



## Suspicious Person/ Disruptive Behavior

- Dial 0 OR the security cell phone
- Do not physically confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit
- Do not attempt to separate the two combatants
- Notify the Dean of Student Affairs



## Power Outage

- Dial 0 to report the outage
- Move students to a window or entrance area with light (if available)
- Turn off/unplug any switches or equipment that were running to avoid a surge when power is restored
- Remain in your location until an official announcement is made



## Hazardous Spill

- Dial 911 AND the Info Desk (0) to report the incident
- Identify, if possible, the chemical and retrieve the appropriate MSDS for correct first aid and clean-up procedures
- Close all doors to isolate the area if it is safe to do so
- Evacuate if necessary
- For spills in the chemistry lab, call for help on x19603
- Call the Chemical Hygiene Officer at: 860-255-8392



## Active Shooter or Shelter in Place

- Dial 911
- Run
- Hide in a location where you can't be seen
- Fight as a last resort



## Bomb Threat

- Dial 911 to report the incident
- Remain calm and get as much information as possible
- Evacuate the area



## Sexual Assault

- Dial 911 AND college administration to report the incident
- Seek medical attention
- Know that you will be believed



## Suspicious Package

- Do not use radio or cell phone within 100 feet of the package
- Dial 0 to report the package
- Do not touch or disturb the package