EMERGENCY

ACTION

PLAN

SPRING 2000, REV.   2005, 2008, 2012, 2017, 2018, 2019, 2021

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Letter from NCC's Security Site Manager

The Norwalk Community College Department of Security is dedicated to the Mission of the College, and to the maintenance of a campus environment that supports academic excellence, independent thought and cultural collaboration. Our department is comprised of a fulltime dedicated staff of trained security officers, who work to ensure the safety and well-being of every student, faculty and staff member. In the event of a disaster (either natural or manmade) or any other kind of emergency situation, we are committed to minimizing the loss of life and property. In order to accomplish this task and handle each emergency that presents itself, the College will have to be prepared to deal with all types of emergencies.

Campus Security is located on the East Campus, in room E214. Security officers are posted at each main entrance and provide the NCC community with professional safety and security services that include foot and vehicle patrols, incident response, investigation, and controlled access for visitors and outside vendors. Guards are posted at the Information desk on the East Campus to answer questions, and provide the community with resources. All officers receive training in first aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED).

NCC has an emergency notification system to alert the campus community of a catastrophic event occurring on or near campus. The warning will be issued to all students, faculty and staff via one or more of the following means: Text message alert, email, internal college voicemail message, NCC website, electronic information screens and posted flyers. We encourage you to visit the NCC website and learn how to sign up for the myCommNet Alert system.

Please familiarize yourself with the resources available to assist you. If you have any questions or would like more information regarding campus safety and security, please contact me at 203-857-7219 or visit the Security website at the following link: https://norwalk.edu/security/.

Harold G. Winston, Jr.
Security Site Manager
Norwalk Community College

NCC EMERGENCY ACTION PLAN

This manual is intended to serve as the primary guidelines in emergency situations. It should provide enough information and direction to assist you during an emergency situation. We recognize that if an unusual circumstance should occur, faculty and staff might have to exercise their discretion, judgment and intelligence when dealing with an emergency.

The safety and protection of the faculty, staff and students is always the primary concern. By distributing and discussing the emergency and personnel safety procedures, we hope to maximize the response to emergency or threatening situations. This plan is not intended to cover all emergency situations that may arise; however, it should be used as a guide. This plan takes into account the architectural, programmatic, and communication rights of individuals with disabilities and others with access and functional needs.

The Chief Executive Officer (CEO) and/or the Chief Operating Officer (COO) and the Security Site Manager, will determine if there is a significant emergency or dangerous situation on campus, and have authority to activate the plan.   When the decision has been made to either evacuate the building, go to shelter in place or put a building or buildings on lockdown, you will hear the announcement through the use of the Simplex Fire Alarm voice system and the NCC phone system. Become familiar with the emergency procedures listed below, and know in advance the specific procedures to follow. In the event of an emergency, guards may call for assistance from police, fire or EMS. The Norwalk Police Department or the Connecticut State Police have jurisdiction and respond to incidents on campus.

In an emergency, the safe and rapid evacuation of the affected area is the joint responsibility of security, faculty and staff. Become familiar with these emergency procedures outlined in this booklet and know in advance the specific procedures to follow. If you have an office or permanent workplace, classroom, lab, shop, etc., familiarize yourself with the emergency telephone locations. Our goal is to avoid being complacent. Most of us believe that we will never be affected, however, everyone should be prepared to react knowledgeably and efficiently should an emergency occur. It is our hope that by providing this evacuation and safety plan to the Campus community we can better prepare for an emergency situation.

INCIDENT COMMAND SYSTEM (ICS) NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The Emergency Action Plan uses a management system known as the Incident Command System (ICS). The ICS is a key feature of the National Incident Management System (NIMS). The ICS provides a directorial structure capable of responding to all levels of emergencies. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. NCC will utilize ICS under the guidelines of the NIMS for emergencies and/or disasters.

GEOGRAPHY

Norwalk Community College's geography consists of two main buildings located on each side of Richards Avenue in Norwalk, Connecticut. Each building is respectively named East and West Campus. Both East and West Campus are surrounded by public and private properties.

East Campus
188 Richards Avenue
Norwalk, CT 06854

West Campus
181 Richards Avenue
Norwalk, CT 06854

OVERVIEW OF CAMPUS SECURITY

The Norwalk Community College Department of Security consists of 24 highly trained security officers. All officers receive training in first aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED). The College contracts with Summit Security and operates under the guidance of the Chief Operating Officer. Campus Security is unarmed and they do not have authority to make arrests, however they are authorized to ask for identification and to determine whether individuals have a legitimate reason to access the campus. NCC does not have a memoranda of understanding (MOU) or any other type of written agreement with any law enforcement agencies, however in the event of an emergency, guards may call for assistance from police, fire or EMS. The Norwalk Police Department or the Connecticut State Police have jurisdiction and respond to incidents on campus.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

NCC strongly encourages anyone who has witnessed, or been a victim of a crime to immediately report the incident by dialing 9-1-1, or for a non-emergency you can call Campus Security. Campus Security is available during all operating hours of the College, and are located strategically throughout each building.

To report any criminal or suspicious activity that occurs on the grounds of NCC, you should call security by dialing 203-857-7223, or use extension 77223 from any campus phone. You may call the Security Site Manager at 203-857-7219 or use extension 77219 from any campus phone. Each faculty and staff

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member has a silent alarm system on their phone that they can activate during an emergency which will immediately alert Campus Security to a possible theat.

MYCOMMNET ALERT SYSTEM

NCC's emergency alert system is one of many notification tools that the College will use to alert the college community of an emergency situation and of closings and delays to due inclement weather. In order to register, simply log into **myCommNet**, and click on the **myCommNet Alert** box in the middle of the page. You will be prompted to enter your name, phone and email to receive alerts. NCC will send urgent text messages to those who are registered in their system.

Announcements regarding emergencies and/or weather closings or delays are issued in an appropriate and timely manner via one or more of the following means:

Text Message Alerts through myCommNet Alert notification system
NCC phone message – main external telephone number
E-mails
Internal College – Voicemail message
NCC website – Homepage message
Electronic Information Screens
Posted Flyers

TRAINING AND EXERCISES

A pre-announced evacuation drill must be held at least once each year. Drills are coordinated by Campus Security. Campus Security performs a test of the emergency notification system for Shelter in Place. Each department is required to participate in the drill. Security monitors and assists in the coordination of the drill activities. An emphasis is placed on evacuating individuals with disabilities. Following the drill, departments are encouraged to perform a self-assessment of their ability to quickly evacuate. Security is made available upon request to assist in departments' self-assessments. In light of the implementation of telework for the majority of staff and faculty beginning March 2020, an evacuation drill was not conducted in 2020.

Campus Security conducts periodic testing of the emergency devices to maintain proper working order and to facilitate repairs as needed. The following emergency devices or systems will be checked on a weekly basis:

- Elevators

- Hallway telephones

- Conference room telephones

- Classroom telephones

- Burglar alarm panels

- Fire panels

- Fire alarm annunciator panels

- Library handicap entrance doors

- Main lobby handicap entrance doors

- Bathroom alarms – men's and women's

- Bathroom Emergency pull chord – men's and women's

- Refuge call button outside West Campus

- Blue Light Emergency phones

- Nursing shower emergency cord

PART A:

EMERGENCY INSTRUCTIONS

GENERAL INSTRUCTIONS FOR FACULTY, STAFF & STUDENTS

IN CASE OF AN EMERGENCY

- When the alarm sounds, evacuate the building IMMEDIATELY.

- Respond as directed by alarm system or persons who are in control. **Do not question whether an alarm or warning is actual, simply evacuate.**

- Keep calm; do not shout during any emergency. Panic will injure more persons than a fire or an explosion.

- Follow the directions of the individual(s) in control of your location. If necessary, take control and assume responsibility of your respective area.

- Be familiar with the evacuation plan directions of each location where you might be located. Be familiar with all exits from the room, lab, office, etc. you are located in. Be familiar with the location of the **alarm system pull stations and extinguishers.** Be familiar with all **gas shut-off outlet locations in laboratories.**

- Be aware of any disabled or challenged persons within your area. Discuss these procedures with them before an incident occurs.

- **Do not** utilize the phone system – except to report casualties.

- **Do not** use the elevators.

- The Alarm System is monitored by NCC Campus Security, the Norwalk Fire Department and the Alarm System vendor.

- In the event of ANY evacuation of the **Child Development Lab School (CDLS)** children, may be relocated to an alternative site that is deemed most appropriate for the emergency situation. Locations on campus could be East campus large playground, E120 classroom, West campus or an offsite shelter location.

  REMEMBER – ANY MANUAL OR OPERATIONAL PLAN IS ONLY A GUIDELINE. CIRCUMSTANCES AND RADPILY CHANGING SCENARIOS ARE COMMON DURING ANY FORM OF EMERGENCY – LET REASONABLE THOUGHTS, NOT PANIC, GUIDE YOU.

I.
FIRE ALARM OR WARNING
No Visible Signs – Fire, Smoke, Heat, etc.

DO NOT USE ELEVATOR IN AN EMERGENCY

PERSONS WITH MOBILTY PROBLEMS *Who Cannot Utilize Stairwells*

- Use the phones in classrooms or hallways to alert Campus Security (ext. 7**7223**) of your location. Then continue to the nearest stairwell location.

- Tell a classmate where you will be waiting for assistance and ask them to share that information with the closest security personnel.

- Remain at that location until the all clear or assistance arrives.

FACULTY/STAFF IN CLASSROOMS OR LABORATORIES

- Direct all persons to move, in an orderly manner, to the exit following the Emergency Evacuation plan posted in each room by the door. If that exit is blocked, preserve calm and seek the nearest exit. Running should be avoided.

- Direct persons with mobility problems who cannot exit to go to the nearest stairwell and await assistance. DO NOT USE ELEVATORS. As soon as possible notify Campus Security of those persons' location and complications. Use the phones in classrooms or hallways to alert Campus Security (ext. **77223**) of their location.

- When possible, accompany the group out of the exit. Direct the group **away from the building** and out of roadways and areas utilized by emergency personnel.

- Remain with the group until Campus Security approves the occupancy of the building.

- Faculty, staff and all others not in classroom settings should be aware of the exit diagrams located in each hallway and should follow the directions as stated above in regards to proceeding to the nearest exit.

CAMPUS SECURITY PERSONNEL

- Respond according to directions of the Security Site Manager or the Security Supervisor.

MAINTENANCE PERSONNEL

- Exit location in the proper manner and report to the area directly outside the Building Maintenance Supervisor's Office.

- Respond to directives of the Director of Buildings and Grounds or the Security Site Manager.

II.
FIRE
Visible Signs – Smoke, Flames, Odor, etc.

> **DO NOT ATTEMPT TO GATHER BELONGINGS DO NOT USE ELEVATORS DURING ALARMS OR FIRE**

Note: If you are mobility or otherwise challenged and cannot utilize the stairways, move to the nearest stairwell. Use the phones in classrooms or hallways to alert Campus Security (ext. **77223**) of your location. Then continue to the nearest stairwell location. Tell a classmate where you will be waiting for assistance and ask them to share that information with the closest security personnel. Remain at that location until the all clear or assistance arrives.

All Personnel Should Adhere to the Acronym RACE:

(R)RESCUE/EVACUATE – PRIORITY ONE

• Proceed to the nearest exit as in the event of an alarm. Follow the Emergency Evacuation notice posted in each room by the door.

• If you can do so without endangering yourself, evacuate any person(s) who are directly affected by the smoke, heat, flame, etc.

• If you are aware of any individuals with disabilities requiring assistance, notify Campus Security of the pertinent information regarding this person's location.

• Keeping your own safety in mind, assist an individual with a disability either out of the building or to the nearest stairwell – **DO NOT USE ELEVATORS** – and notify Campus Security of their location. If possible, stay with that person(s) until assistance arrives.

• If the door to your office, lab, classroom, etc., is blocked or you feel heat, **DO NOT** open the door. Place any items available under the door to stop any airflow and yell, scream or place something in a window to attract attention.

(A)ALARM – ACTIVATE THE ALARM

• If possible, alert Campus Security via telephone (ext. **77223.**) **DO NOT USE A TELEPHONE IN ANY AREA ENGAGED BY FIRE.** Stop at the nearest phone on your exit route that is in a safe area. Give the officer your name, the location and description of the incident and the type and extent of the injuries.

• Activate the alarm system by using the nearest alarm pull station found on your exit route. **ONLY CAMPUS SECURITY OR FIRE PERSONNEL MAY SILENCE AN ACTIVATED ALARM.** NCC Campus Security, Norwalk Fire Department and the alarm service vendor monitor the alarm system. No action is necessary after activating the alarm.
• When the fire alarm has been silenced, you should not assume that the emergency condition no longer exists. Notification to re-enter the building will be made by either the Fire Department or NCC Campus Security.

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(C)CONFINE – PREVENT THE SPREAD OF FIRE

- **DO NOT** "*prop open*" any fire or smoke doors at any time.

(E)EXTINGUISH

- Do not attempt to extinguish any fire if such action is a direct threat to your safety –such as leaving you no avenue of escape.

- Attempt to extinguish a fire ONLY after all evacuation and life safety measures have been taken and the alarm has been sounded. Your personal safety is the number one priority.

STOP – DROP – ROLL

- If you or another person's clothing, hair or any part of your person becomes engaged by fire DO NOT RUN or allow another to run. Running will actually 'fan' the fire and cause the clothes, etc., to burn at an accelerated rate, creating a greater risk for the victim.

- When clothing, hair or other body part does become engaged by fire, follow the rules of **STOP DROP AND ROLL.**

> **STOP** do not run
> **DROP** to the ground or floor and cover your face
> **ROLL** rolling may not extinguish the flames but this action will start to smother them and slow down the burning process.

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

ADA INFORMATION – REFUGE AREA

- **All handicapped and challenged individuals** that do not have the ability to access stairwells without assistance should follow these directions:
    - Go directly to the nearest stairwell – **DO NOT USE ELEVATOR.** Emergency personnel will assist you down the stairs to safety.

- Ask others who are leaving the building to notify responding personnel of your situation.

- NCC Campus Security and assisting support agencies will provide assistance as soon as the elements of the emergency allow.
- If you are mobility or otherwise challenged and cannot utilize the stairways, move to the nearest stairwell. Use the phones in classrooms or hallways to alert Campus Security (ext. **77223**) of your location. Then continue to the nearest stairwell location. Tell a classmate where you will be waiting for assistance and ask them to share that information with the closest security personnel. Remain at that location until the all clear or assistance arrives.

III.
BOMB THREAT

IMPORTANT: DO NOT TOUCH ANY SUSPICIOUS OBJECT OR PACKAGE

RESPONSE

The threat of any type of explosive device or bomb should be taken seriously and be treated as a real incident. Telephone threats are common in government agencies and could be received by any employee, at any extension of the phone system. The receiver of the threat should:

- Calmly elicit as much information as possible from the caller, using the **Bomb Threat Questionnaire** located at each employee's workstation (Appendix A.) The questionnaire is self-explanatory and while designed for bomb threats it might be used for any type of threatening call.
- Immediately call the Campus Security at ext. **77223** and advise them of the threat.
- **Do Not** attempt to spread any alarm other than calling Campus Security. This includes any person(s) who might be at the location indicated by the caller. Panic and alarm can and will cause injuries.
- Remain at the location of the call until the arrival of a Campus Security Officer.
- The Security Site Manager will notify the State Police immediately.
- The Security Site Manager will immediately notify the CEO and the Chief Operating Officer (COO).
- The Security Site Manager will conduct a threat assessment with the CEO of NCC and the COO.
- If there is a determination to search all or part of the campus, Campus Security Officers will guide staff, faculty and supervisors responsible for the affected areas through a search of the designated space. **NOTE:** Police, fire and other emergency personnel can only assist in a search. Only the occupants of an area can establish if something is out of order.
- If evacuation of any or all of the campus is declared, all personnel will be notified as follows:

Danger Imminent	The campus fire alarm system will be activated. Follow procedures for Fire Alarm or Warnings (Section I).
Time Allowing	All affected personnel will be notified via telephone or by a Campus Security Officer.

If a suspected explosive device is found to be present, the Security Site Manager will request that the State of Connecticut Public Safety Department Emergency Resource Team respond for identification, removal or detonation of that device.

It must be realized that trained device identifying canines and other trained personnel will not and cannot be expected to respond to NCC unless it has been determined that there is a great possibility of a device being present or the presence of a device has actually been determined.

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IV.
BOMB DETONATION OR OTHER EXPLOSION

The detonation of any explosive device (bomb) or other form of explosion – gas, steam line, electrical device, etc., - is to be treated in the same manner as an actual fire. Prompt evaluation is critical.

V.
MEDICAL EMERGENCY

DEFINITION

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

VICTIM RESPONSE

- Verbally call from the location of the incident to the nearest person(s), for assistance. Use a calm voice. Don't instill panic.

- Dial ext. **77223** from any campus phone or use one of the Emergency Blue Light Telephones located on the campus. Blue Light phones are devices that are placed around the college campus for students to use in case of an emergency. When the call button is pressed, the phone instantly connects to Campus Security. NCC has four Blue Light Phones all located in the rear of the West Campus. All students, staff and faculty should familiarize yourselves with these telephone locations.

- Supply as much information concerning the injury/illness and the victim as possible to the officer or radio/telephone operator.

  Give location.
  Type of injury/illness.
  Condition, i.e., conscious, bleeding, breathing (or not).
  Age, sex, or other obvious physical impairments, i.e., blind, amputee, etc.
  DO NOT hang up until told to do so.

- Do not move the victim. If you are the victim and alone, remain as still as possible.

  o **NOTE:** If there is a clear and present danger such as fire, HAZMAT (Hazardous o Materials), or other life endangering element, movement may be necessary.

- If the victim is conscious, obtain as much personal and medical information and history as possible – the victim's condition may deteriorate before assistance arrives. If you are the victim and loss of consciousness is apparent make every attempt to record as much information as possible for the responding personnel.

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

- **DO NOT** leave the victim before emergency medical personnel arrive. You may be the only source of vital medical and personal information.

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

- Be prepared to assist emergency personnel in any manner possible or requested.

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VI.
HAZARDOUS MATERIAL INCIDENT

SOURCE

NCC maintains small quantities of hazardous materials located in several areas on the campus. The science laboratories, nursing labs and other academic centers using chemicals are primary locations for spills and accidents as well as intake areas for fossil fuels. College Maintenance shops or vendors performing tasks on campus (i.e., roofers and painters) are another source.

IN THE EVENT OF A CHEMICAL OR RADIATION SPILL:

- Report immediately any spillage of a hazardous chemical to Campus Security at ext. 77223.

- When reporting, be specific about the nature of the material involved and the exact location of the spill. Campus Security will contact NCC Administration, Maintenance and the necessary specialized authorities and medical personnel.

- Move away from the spill and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes, and smoke.

- Those who may be contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to Campus Security. As necessary, first aid and cleanup by specialized authorities should be started at once.

- The key person on site should vacate the affected area at once and seal it off to prevent further contamination until the arrival of Campus Security.

NCC has storage for diesel and heating fuels as well as natural gas. Most liquid fuel leaks from storage facilities or delivery vehicles can be contained and directed from waterways by NCC Maintenance personnel and cleaned up by a contract vendor with the advice and direction of the Department of Environmental Protection. These same personnel will attempt to shut off any equipment – gas valves, faucets, etc. – to stem the flow of the material.

If the magnitude of the spill is beyond the resources of NCC and vendor personnel, the Norwalk Fire Department will be summoned for assistance

If the size of the spill or the nature of the material appears to be a hazard to the campus population, steps for evacuation or containment of personnel will be taken at the direction of the Security Site Manager or the ranking fire official.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEP will be notified of any incident of this type, regardless of the quantity or nature of the material.

All information with regard to the incident will be given to the Public Safety Department and that department will make the DEP notification.

VII.
NATURAL DISASTERS

A bell alarm sounding for two minutes in an on/off, on/off manner, continuing for two minutes and followed by a voice message, will represent an occurring or imminent incident such as a tornado.

THUNDERSTORMS, TORNADOES AND HURRICANES

Thunderstorms, tornadoes and hurricanes produce severe lightening, heavy downpours, horizontal rains and extreme heavy wind conditions that can blow debris in the air and break windows. The following guidelines should be observed:
- Move away from the windows.
- Go to an elevator lobby, interior office without windows or a stairwell without windows and wait for directions from Campus Security.
- The basement of both campus buildings may be utilized.
- Report all damage or storm related leaks to Campus Security and maintenance.
- Do not go outside until the weather improves.

EARTHQUAKES

- Remain calm/reassure others.
- Stay away from windows.
- Remain in an open area of the building, away from heavy machinery.
- Do Not dash for the exits. Stairways may be broken or jammed with other people.
- Move immediately under an interior doorway or to an interior corner of the room.
- Get under a workbench, desk, or table if possible.
- Tall furniture such as file cabinets can easily fall. Use caution around them.
- Watch for objects falling off desks or from shelves.
- If a power outage occurs see the power outage section (Section XVIII).
- Seek safety where you are and leave only when the earthquake has ended.

After shocks are common and usually occur soon after the initial earthquake. These after shocks can cause significant damage and should be treated the same as the initial earthquake.

WINTER STORMS

In Connecticut, severe winter storms are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, falling limbs, structural damage, and power outages.

1. **Winter Storm Watch** – severe winter weather is possible.
2. **Winter Storm Warning** – severe winter weather is expected.
3. B**lizzard Warning** – severe weather with sustained winds of at least 35 miles per hour.
4. **Traveler's Advisory** – conditions may make driving difficult or dangerous.

As a non-residential college, occasions may occur when weather-related conditions necessitate a delayed arrival time, an early dismissal time, remain open for essential personnel only or close. In all cases,

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employees and students must use their best judgment in determining their personal safety when traveling between home and the campus.

When weather affects the University's operating schedule, the College normally follows directions issued by the Governor for state agencies. However, because faculty, staff and students travel to campus from across the state, College officials may decide, independent of any state decision, that a delayed opening or closing is necessary. In some instances, College officials may opt to cancel classes although the College's administrative offices remain open. Unless the Governor issues a Declaration of Emergency, or unless College officials announce a delayed opening or an early closing, employees are expected to report for work.

A Declaration of Emergency or a delayed opening or an early closing may apply to all state employees, or only to those employees in one geographical region of the state. In such cases, non-essential employees who live or work in the specified region will not be expected to report to work.

The College's policy does not preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety. When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, employees will be notified by email or telephone of the official time of opening or closing.

During off-duty hours (5 pm to 8 am), Declarations of Emergency or delayed openings will be transmitted to the news media. Local radio and television stations make regular announcements of any work schedule changes due to weather or emergency conditions.

Each employee and student ultimately must decide if conditions make travel unwise. An employee who is unable to get to work because of weather-related conditions, even though the College is open, may use annual leave or take the day without pay. If the Governor grants forgiveness for a weather-related absence, that information will be posted on the College's website as soon as it becomes available.

VIII.
MAJOR DISASTERS AND EMERGENCY SHELTER OPERATIONS

DEFINITIONS AND AUTHORITY

A disaster is defined as any event or series of events resulting in a halt or serious impairment of the operation of the NCC campus. Extensive property damage and serious personal injuries may be sustained to a level far exceeding the resources of the college. In these situations, support emergency services from off-campus will be required.

Upon the notification of an impending crisis of this nature or in the event of an unpredicted disaster, the NCC College Emergency Response Team (CERT) will be activated per Part B of this plan.

The properties and personnel of NCC are an intergral part of the City of Norwalk Emergency Operations Plan (EOP).

The authority for the EOP is vested within Title 28, Chapter 17 of the Connecticut General Statutes, as amended, the State of Connecticut Emergency Operations Order, and any other General Statutes or Executive Orders and City of Norwalk Ordinance or regulations, which might apply.

Connecticut General Statutes designate the senior ranking fire official as the on-site commander of all disaster incidents.

Assumptions for Emergency Shelter Operations

According to the City of Norwalk EOP, the following assumptions are stated.

• *Local, State and Federal agencies will assist NCC should a large-scale disaster occur.*

• *Should the City of Norwalk water supply be contaminated, NCC will be supplied with drinking water either internally or from emergency supplies of local, state and federal agencies*

• *Sheets, cots, blankets and clothing will be available from local, state and federal agencies if emergency shelter is required for the citizens of Norwalk.*

• *During large-scale emergencies NCC will obtain further assistance from Norwalk and Norwalk Hospital.*

• *Transportation and emergency vehicles will be furnished in the event that an evacuation of the NCC campus is necessary.*

ACTUAL OCCURENCES

The sequence of events that lead up to a disaster can sometimes be monitored, and a period of preparation may be available before disaster strikes. There are, however, events that cannot be predicted and will occur with little or no warning. Hurricanes and severe snowstorms might be predicted, tornadoes and plane crashes give near zero warning time.

In the event of a predictable series of events such as severe weather, hurricane, flood, or blizzard, it is assumed that there will be an area or statewide emergency declaration allowing sufficient time for all but essential personnel to be safely directed off campus.

There are essentially three (3) phases of a disaster:

1. Increased Readiness Phase

This is defined as the period of time from the receipt of an official notice of a pending disaster until the actual onset of the event. This time period may be a few minutes or several days.
During this phase the following actions will be taken as soon as possible and as time permits. **NOTE:** There is no sequence to these actions. All will be done as immediately as resources and time allow.

- *The CEO, or her designee, will convene the Campus Emergency Response Team (CERT) and any other individuals vital to the emergency response.*

- *If deemed necessary, the CEO, or her designee, will enact the provisions of the NCC Annex to the City of Norwalk Emergency Operations Plan (see Appendix III). This plan contains directions and guidelines for food, water, sleeping arrangements, etc.*

- *Department Heads and individuals will assure that all needed personnel and equipment is in a state of readiness.*

- *Communications with all support agencies will be established.*

2. Occurrence Phase

This is the time period in which the actual disaster-causing incident takes place. The time frame of this phase will encompass the period of the incident.

Reactions by the CERT and support agencies will be in accordance with the type and scope of the incident.

Control and command of all resources will be in concert with the General Statutes and the Norwalk and State of Connecticut Emergency Operations Plans.

3. Consolidation and Recovery Phase

This phase begins at the termination of the active incident and concludes with the actual repair of damages and a recovery plan being completed. This phase will include the resources of NCC, the subscribed-to Employees Assistance Program vendor and all other counseling and bereavement agencies deemed necessary for the needs of the NCC personnel or others affected by the disaster.

SOUNDING THE ALARM

If the Increased Readiness Phase is so minimal that a planned evacuation of NCC cannot be conducted, Campus Security will manually activate the existing alarm systems and sound an alarm and announce directives as follows:

Fire

A steady alarm, flashing white lights and a voice message will represent a fire alarm.

Natural Disaster

A bell alarm sounding for two minutes in an on/off, on/off manner, continuing for two minutes and followed by a voice message, will represent an occurring or imminent incident such as a tornado or plane crash.

Nuclear or Radiation Attack/Incident

A bell alarm will be sounded for ten (10) seconds, silenced for ten seconds and this pattern repeated for two minutes, followed by a voice message, will be the alarm for an occurring or imminent nuclear or radiation incident.

- DO NOT leave the building unless instructed to do so by emergency personnel. Seek shelter in the immediate vicinity taking care to avoid outdoor exposure.
- NCC buildings are not intended to be protection from a nuclear attack.

Hazardous Waste or Material Incident

The bell alarm sounding an on/off pattern for twenty (20) seconds for two (2) minutes followed by a voice message indicates that there has been a hazardous waste or material incident on or near the campus.

DO NOT leave the building or utilize the water supply until emergency personnel give permission to do so.

COMMUNICATION/ALL CLEAR

The Director of Campus Security (power supplies and logistics allowing) will utilize the campus telephone voice mail and e-mail systems to distribute additional information and instructions in as timely a manner as conditions allow.

- During an emergency situation DO NOT call Campus Security unless you are reporting a serious injury, i.e., ADA affected person(s) or source of danger.

- The Simplex Fire Alarm system voice capacity may also be used, depending on the power supply and logistics, to alert and inform the campus of the conditions.

IX.
VIOLENT CRIMINAL ACTIONS – HOSTAGE SITUATION

This section deals with violent criminal actions such as firearms and other weapons incidents and barricaded persons and hostage situations.

Decisions made and actions taken during any criminal event will be the responsibility of the Director of Campus Security or the Campus Security Supervisor at the scene of the incident. In the event that state or federal law enforcement agencies are asked for assistance, those agencies may take command responsibility for the event.

FIREARMS/WEAPONS

Gunfire or sniper actions are unpredictable and fluid situations, which do not allow for set methods of response. The shooter(s) may have random or selected targets and be motivated by criminal or political convictions or stimulated by mental, emotional or substance abuse problems.

Campus Security will:

- Alert and request the services of any support agencies deemed necessary to provide response to the incident. The Connecticut Department of Public Safety, Division of State Police, is the primary support agency for NCC in reference to major crimes or criminal incidents.

- In concert with support agencies, take measures to isolate and neutralize the perpetrator(s), assist and give aid to victims and provide safety for the remaining personnel on campus.

- Make all attempts to alert the campus population to the incident and provide directions and give warning.

  - o The use of the Simplex Fire Alarm voice system and the telephone systems will be determined so as to minimize the affects on the perpetrators of the incident. The physical location, emotional state and the plight of any victims or hostages may be altered or affected in some way by an audible alarm.

  - o A verbal CODE RED warning initiated through the Simplex (loudspeaker) or telephone system will be intended to have all faculty, staff, students and others clear the hallways and seek concealment in the nearest office, classroom or other enclosure.

If possible, laboratories, offices and classrooms shall be secured or locked from the inside. All persons are urged to secure these locations in any manner possible and to avoid doors and windows. DO NOT attempt to move from any location unless grave danger is imminent or some representative of an emergency response agency directs such action.

Victims are urged to remain as calm as possible and make all attempts possible to notify or have others notify Campus Security of their location, condition, etc. Emergency medical aid will respond as soon as safely possible.

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If necessary and if physically able, seek cover and concealment from further harm. DO NOT hide in any manner that will prohibit emergency responders from finding your location.

Retain as much information as possible regarding the assailant(s), such as physical description, weapon(s) and direction of flight or concealment.

Witnesses should notify Campus Security via the emergency phone system by dialing ext. **77223** of:

a. Location and condition of any victims.
b. Numbers and descriptions of any perpetrators as well as the type of weapons and the direction of flight or the location of concealment.

Witnesses should (must) not confront any armed person or make attempts to disarm or otherwise neutralize any suspect or assailant(s).

Witnesses should seek cover and concealment. Assist others and obey any directives of emergency response officials.

SUICIDE PROTOCOL

The College may receive news of the death of a student from a variety of sources. There are procedures designed to ensure a well-coordinated response by the College. The nature of these circumstances will be a guiding factor in determining the level of required communication and appropriate response from the College. NCC staff are prepared to offer many types of assistance to students and others coping with a sense of loss and possible vulnerability.

BARRICADED PERSONS/HOSTAGE SITUATIONS

Command and Control

- Barricaded persons and hostage situations are criminal acts and will be dealt with as such:

- The ranking police official present (i.e., Campus, State Police, FBI) will be responsible for the situation and for all decisions and actions taken. The Campus Emergency Response Team (CERT) will be assembled.

- The police officials in charge (i.e., State Police, FBI) of the Crisis Negotiation and Tactical Response Teams will be responsible for their respective team members and their actions. These supervisors will report directly to the site commander.

- The site commander will keep an open communication with the NCC Campus Emergency Response Team (CERT). **NOTE**: Crisis negotiators and tactical officers may be required to hold confidential and critical information from all other sources.

Barricaded Person(s)

A barricaded person is one who will isolate himself/herself – **alone** – in a closed area and make demands of some manner with the threat of harm to self or others if those demands are not complied with. This person may claim to have weapons or other implements of violence such as explosives and will threaten to use them against any person attempting to neutralize him/her or such weapons.

Campus Security Officers will:

- Use extreme caution not to upset the individual(s), and use all means of communication to warn, move or evacuate the campus population.

- Establish a safe perimeter and some form of communication with the barricaded person(s).

- Request support agencies – specifically Connecticut State Police and the Federal Bureau of Investigation (both these agencies have trained negotiators and entry teams) to respond and assist.

Witnesses and All Campus Population

- **DO NOT** confront or try to reason with a barricaded or intended barricaded person. Obey any demands and leave the area or seek cover and concealment as safely and quickly as possible.

- Regardless of any training or expertise – counseling, psychology, etc. - **DO NOT** attempt to negotiate with barricaded person or hostage taker. **Only** law enforcement trained crisis negotiators will enter into a dialogue with such an individual.

- Follow directions of Campus Security Officers or other emergency responders or seek cover and concealment from the perpetrators.

- If possible, observe and record as much information as you can about the hostages and hostage takers.

- If forced into communication with the hostage, by telephone or other means, the non-hostage person should listen and record but not agree to any terms or requests and not enter into negotiations of any kind.

Hostage Taking Situation

- A hostage situation exists when a person(s) holds another or others against there will and uses violence or threats of violence against them (the hostages) to perpetuate their own demands.

- Terrorism (either religious or political), disrupted criminal acts (such as a botched robbery attempt), domestic disputes, or the actions of mentally and/or emotionally disturbed persons are the principal reasons for institutional hostage taking in the USA.

RESPONSE AND ALARM

- NCC Campus Security will make all attempts to isolate the location of the incident while attempting to alert and remove non-participants from the building or grounds location affected by the acts.

- The Simplex Fire Alarm system voice resource, NCC voice and e-mail capacities will be used to alert persons to the incident and to seek safety or evacuation.

- The safety of the hostages will be paramount in the decision to use alarms and other types of communications. Loudspeakers and audible alarms may upset or confuse the hostage takers and further endanger the hostages.

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- Connecticut State Police and Federal Bureau of Investigation Crisis Response Teams will be notified and will respond to all hostage situations.

HOSTAGE SURVIVAL

Below are twenty-four (24) suggestions and recommendations for persons who might be subjected to the role of hostage. This information was compiled by experienced local, state and federal crisis negotiators. The statements are guidelines only. Each situation is unique in itself and decisions of safety and escape will depend upon the variables of the incident in which the individual is faced.

- **THE OUTSET** – Remember from the outset that the perpetrator is in charge of the situation. Law enforcement agencies will be working to shift control from the subject unto them. This takes time.

  This is a period of high uncertainty and anxiety on the part of all involved, perhaps more so to the hostage takers. Violent acts may be committed due to this anxiety, as a method of control or as a means of setting the tone of the crisis.

- **FIND A MIDDLE POSITION** – Find and steer a course somewhere between total submission and a macho, aggressive attitude.

  You may be accustomed to individual thinking, assertive opinions and independent actions. If so, now will be the time to "check" your natural feelings at the crisis door and adjust your thinking. THINK FOR SURVIVAL.

- **BE HUMAN** – Strive to be seen as a person, a human being with problems, concerns and stresses which are similar to all people including the hostage taker.

  PLAN FOR A LONG TERM CRISIS – DEVELOP MIND SET FOR SURVIVAL – Adopt a mind set that the crisis will be a long term event as it is best to expect this and be pleased with a rapid solution rather than to believe in a quick ending and become frustrated, irrational or angry with time. Plan for a long term but remain alert at all times and at all stages for changes in your plight.

  DO NOT BE A NUISANCE – "USE COMMON SENSE" – Choose a safe ground concerning any topic. Take a course to bite your lip when provoked and avoid being a nuisance, a complainer, a threat or a problem. Those traits may influence the hostage taker when a decision is made to make a hostage an "example".

- **DO NOT BE A HERO** – Do not do anything to stand out or be individually recognized.

- **DO AS INSTRUCTED** – Follow the instructions and requests of the hostage takers. Be careful not to over comply, as this might antagonize your captors. Remember the hostage takers' mind in the early stages of the crisis and do not attempt to address these matters too early unless your condition is critical and life endangering. Once the condition is known to the hostage takers do not hound them with demands unless you are in severe danger.

- **PERSONALIZE YOURSELF** – Personalize all your contacts with your captors. Let them know your name and address all other hostages by name.

  If you have a medical or other condition which requires attention, choose carefully the time to address it but make it known to your captors.

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- **STAY CALM** – Model calmness and a reasonable attitude for all to see and emulate. This professional bearing may be contagious to the hostage taker as well as your fellow victims.

- **REMOVE ALL INDICATIONS OF AUTHORITY** – At the outset of an alarm to danger; remove all badges, desk plates, etc., which might indicate titles or levels of authority. Do refer to others by name only, not title.

  Authoritative figures may be of greater value or become a symbol to the hostage takers. People under your authority or supervision can be taken care of without you assuming that position of authority and risk antagonizing your captors.

- **NEVER TURN YOUR BACK** – Always present yourself as a human. Never turn your back on the hostage takers, but approach and retreat in a natural manner. It is easier to harm or consider harming an impersonal object than a person with human qualities and features.

- **BE NATURAL** – Should the opportunity present itself naturally, provide hints or insights into your life, lifestyle, problems with spouse, children, banks, schools, etc.

- **DON'T BE A WIMP** – Do not cry, whine, whimper or cower. These traits are irritating and may feed or reinforce the power of the hostage takers, encouraging more aggression. He/she may seek gratification and fulfillment by continuing to threaten or hurt someone.

- **DON'T STARE** – When being addressed by hostage taker or when speaking to him, maintain good positive eye contact. DO NOT STARE! Good eye contact establishes good rapport, a positive feeling. Staring may appear as a challenge of a threatening gesture. Remember the hostage taker may not be rational due to the stress of the crisis or stresses in his/her personal life, which precede the crisis.

- **HUMANE TREATMENT** – Survival may be a matter of your attitude toward yourself, the hostage taker, the overall situation and others around you.

- **EAT** – If the opportunity to eat presents itself, eat the food, even if not hungry. It is easy to offend a person by rejecting food they have provided. To not eat after the intruder has negotiated for food, may be regarded as offensive and a rejection of the intruder. The refusal will certainly be remembered.

- **SPEAK TO NEGOTIATORS** – If you have the opportunity to speak with a law enforcement officer or negotiator, clearly indicate if the hostage taker is monitoring the conversation. He/she will have concerns not only for your welfare, but about various aspects of the situation at hand, i.e., the number of hostage takers, their weapons, their location, what they are wearing, etc.

- **USE TIME WISELY** - Without obviously collecting evidence, be alert and use time wisely by making mental notes regarding who did certain actions at specific times. These matters may be subject to testimony later, but be discreet and do not place yourself or others in jeopardy.

- **HUMOR** – Humor is a valuable asset but its use may be dangerous in a crisis. Should some level of rapport be developed with the hostage taker, humor can be used to personalize the situation. Never use humor early in a crisis, as it may be viewed as mockery or making light of the situation, which is serious business to the hostage taker. What is humorous to one person may be offensive to another – BE CAREFUL!

- **LYING** – Deceiving, tricking, or lying to the hostage taker is extremely risky for yourself and others. Most people take great offense to being lied to and may take violent action against the liar.

- **ESCAPE** – Attempting to escape is extremely dangerous. THINK TWICE! Consider what might happen to you and others if you fail. You should also consider what might happen to other hostages left behind if you escape.

- **MOST LIKELY TIME FOR INJURY** – The first 15-45 minutes of the situation, or during a tactical resolution is the most likely time for injury. During the initial stages of the situation, there is much confusion. Everyone is extremely nervous and more apt to do something irrational. With time, the situation will settle down. Rational thinking will prevail and risk of injury will be reduced.

  During a tactical resolution, there is once again much confusion and uncertainty, which can lead to injury.

- **WHEN THE GOOD GUYS ENTER** – Be prepared to comply with instructions of law enforcement officers when they enter the premises. REMEMBER, when tactical troops enter the space, they will be clearly identified through their uniforms and their verbal commands to you. DO AS INSTRUCTED! They will state their identity and instructions to go to the floor. Comply IMMEDIATELY! Your life will depend on it. Listen for follow-up instructions.

- **EVERYONE IS A SUSPECT** – Until proper identification takes place everyone is a suspect. Expect sorting out by law enforcement to include treating everyone alike. Terrorists and other subjects often attempt to escape by mingling with hostages and then fleeing. Expect to be handcuffed during the initial stage of recovery.

X.
WORKPLACE VIOLENCE

Norwalk Community College is committed to providing a safe and healthy workplace for all employees. To that end, it is the policy of NCC that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee, student, vendor or visitor to the College, including but not limited to physical attack, intimidation, threats or property damage, will be cause for disciplinary action up to and including dismissal as unacceptable personal conduct.

DEFINITIONS

Prohibited acts of workplace violence include threats, intimidation, physical attack or property damage.

- A **Threat** is the expression of an intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action was intended as a threat, the totality of the circumstances will be considered.

- **Physical Attack** is unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.

- **Intimidation** includes but is not limited to stalking or engaging in actions intended to frighten, coerce or induce distress.

- **Property Damage** is intentional damage to property owned by the College, students, College employees, vendors or visitors to the College.

- A **Weapon** is any object used to attack or intimidate another person.

COVERAGE

This policy covers every employee of the College, full-time and part-time, permanent and temporary, work study students or anyone in an employment capacity with NCC. It covers such employees while engaged in any activity related to their employment with the College, whether on NCC property or elsewhere. An employee who believes that he or she has been the target of workplace violence should report this to the appropriate supervisor or manager, or to the Office of Human Resources. In emergency situations the employee should dial Campus Security at ext. **77223** or the Norwalk Police at ext. **8911.**

It is management's responsibility, when notified, to respond in a prompt and effective fashion. Effective response includes a full and prompt investigation, disciplinary action as appropriate and follow-up with victims and any affected staff.

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Any report of violence will be handled in a confidential manner, with information released only on a need-to-know basis.
Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.

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Deliberately false or misleading reports of violence under this policy will be handled as incidents of unacceptable personal conduct and the employee making such false or misleading reports will be subject to disciplinary action under the College's disciplinary policy.

PROHIBITED ACTIONS & SANCTIONS

It is a violation of this policy to:

- Engage in workplace violence as defined herein; or
- Use or possess a weapon during a time covered by this policy.

A violation of this policy shall be considered unacceptable personal conduct and will subject the violator to disciplinary action, up to and including dismissal.

COLLEGE RESPONSIBILITY

This policy is part of the College's response to increasing incidents of violence in the workplace and is intended to function as a part of the College's overall workplace violence prevention plan.

The College shall:

- Maintain records and periodically report on the operation of this policy and provide data on the incidence of workplace violence in a manner prescribed by the Office of State Personnel.

- Designate, assign or establish a crisis management team and coordinator to develop a workplace violence prevention plan and serve as a resource to management.

- Develop and implement a written workplace violence prevention plan.

- Provide training for supervisors, employees, and crisis management team on workplace violence including but not limited to reporting requirements, intervention, prevention, safety procedures and security issues.

XI.
SEXUAL ASSAULT

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of Public Law: 102-325, section 486 (c). This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

The College is committed to preventing this violence through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the College's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the College campus will not be tolerated under any circumstances. College community members found guilty of any sexual assault crime will be severely dealt with through the appropriate College office.

Norwalk Community College is strongly committed to the establishment of an educational environment in which students, faculty, and staff can work together in an atmosphere free of sexual assault.

DEFINITION

The College views any act identified as sexual assault as a serious matter. Every member of the College community should be aware that all sexual assaults are prohibited by state law. Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Lack of consent may result from inability because of mental impairment of the victim (due to, for example, intoxication), or physical helplessness of the victim (due to, for example, being asleep). Lack of consent may also result from intimidation (due to, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault occurs when a person intends to commit the offense and engages in conduct that would lead to it.

PROCEDURE

Students will also be disciplined for other sexual offenses which are criminal in nature or which violate other community standards. Victims of sexual offenses should be assured that the College provides resources and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. The College will consider requests for changes in academic accommodations and work with victims to reach available and reasonable solutions.

The College may vigorously prosecute and discipline persons identified as responsible for sexual assaults as identified and categorized under federal or state law.

In addition to criminal prosecution, the College may impose sanctions against students, student organizations, or college faculty or staff members identified as committing or participating in sexual assaults.

The sanctions listed below may be imposed on individual students found guilty of sexual assaults. The severity and number of sanctions applied will be determined by the nature and degree of the individual act. Possible sanctions may include:

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- Expulsion from the college
- Suspension for a specific time period
- Probation for a specific period of time
- Mandated psychological counseling or assessment
- Performance of community service

REPORTING

The survivor should report incidents of sexual assault, including date or acquaintance rape to the Dean of Students, Campus Security, or the Connecticut State Police. Calling 911 will immediately contact the caller with local police personnel. Campus Security may contact the Norwalk Police Department at 911 at the survivor's request.

If you are a victim of a sexual assault at this College, your first priority should be to get to a place of safety. Contact any staff member to gain assistance. You should then obtain medical treatment in a timely manner. You should also immediately contact the above noted police authorities to report the incident, and initiate protection of evidence. Time is a critical factor for evidence collection and preservation.

The survivor should make every attempt to preserve any physical evidence of the assault.
- Do not change your clothing. If you must change, place your old clothes in a paper bag.
- Do not wash or clean your clothing.
- Do not take a shower, bathe, or clean up.
- Do not apply medication or cosmetics.
- In effect, do not move, or destroy anything in the area where the offense happened.

An assault should be reported directly to Campus Security. Filing a report ***will not subject the reported victim to scrutiny or judgmental opinions from College officials.*** Filing a report will enable the College to refer a person who reports being a victim of a sexual report:
1. For necessary medical treatment and tests
2. To those who may assist in the proper collection of evidence helpful in prosecution, which cannot be obtained later
3. To confidential counseling from counselor specifically trained in the area of sexual assault crisis intervention (these individuals will not be members of the NCC staff, but of outside agencies.)

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XII.
CIVIL UNREST – LABOR OR DISTURBANCE

POLICY

NCC will honor the intent and contestants of the Board of Trustees Policy & Procedures

DEFINITIONS

- Labor demonstrations may take the form of strikes, press conferences, picket lines, rallies or other gatherings to demonstrate real or perceived grievances toward the labor unit membership by the agency or governing body. This type of demonstration may also be in sympathy with a group having a grievance with another agency or sector of government.

- Civil demonstrations or protests may involve organized or ad hoc groups who have a difference of opinion with the college or governing body. Other groups may select the campus as a location for a demonstration against an outside agency or organization not affiliated with the Community College system or recognized government agency. Ethnic, religious and cultural organizations seeking recognition or protesting a form of civil rights violation and/or legislation and other protestors against governmental policies – foreign as well as domestic – are examples of non-labor protest groups.

SCENARIOS

There are two general scenarios for forms of labor or civil demonstration:

PLANNED DEMONSTRATIONS
(by an Organized and Recognized Group(s) Having Formal Leadership)

These events are easy to contain and control with the mutual respect and cooperation of the event organizers:

- With consideration of the Board of Trustees Policy, campus safety and security as well as the Connecticut General Statutes, the participating organizations and NCC will agree to an Operational Plan for any form of demonstration or protest. This plan will assure the rights and safety of the event participants as well as the safe and efficient operation of normal campus activities. The operations order will contain, but not be limited to: type of event (pickets, press conference, etc.), number of participants, location of demonstration, conference, etc., media access, arrests to be made or not made. Symbolic arrests with numbers and charges to agreed upon beforehand.

- The operations order will be approved by the CEO of NCC with the advice of the Campus Emergency Resource Team (CERT) and the participations representing the protesting organization.

- Representatives of the Chief's States Attorney's office and the legal counsel of the Community College Agency may be participating members of the CERT for these events, if such participation is considered needed.

- Unforeseen violations of the CGS and failure of the protestors to comply with the agreed operations order will be brought to the attention of the ranking police or Campus Security officer at the scene and reaction will be in accordance with necessity and safety of all involved.

IMPROMPTU OR SPONTANEOUS ACTIONS *by*
Groups, Which May or May Not Be Recognizable

These events may not always have an organizational structure or designated leaders. Wildcat labor strikes and unplanned protests by faculty, staff or students are examples of such incidents. Groups with no relationship to NCC may also utilize the campus for such activities.

- At the onset of such an event, the Security Site Manager – or the Security Supervisor – will respond to and assess the situation.

- Vehicular and pedestrian traffic will immediately be routed from the scene of the demonstration and the demonstrators isolated as well as possible without confrontation

- If an immediate threat to life or property exists, support from Connecticut State Police – ***Troop G*** – will be requested.

- Except in life threatening circumstances, there will be no physical confrontation of officers and participants without sufficient police or Campus Security resources to avoid escalation of the risk of injury.

- The CERT will be assembled and if possible will identify the leaders or organizers of the event.

- An attempt to hold council with the participants or their leadership to process an orderly and lawful assembly will be made, if possible.

- If these efforts fail, the CERT will determine the proper actions to bring an end to the event. This may include arrests or dispersal.

XIII.
GANG VIOLENCE

Gangs pose a significant threat to community safety. Although gangs all engage in criminal behavior, extensive research reveals that they have different codes of conduct, are motivated by different values, and commit different types of crimes.

Even though gangs have distinct characteristics, they tend to be similar in that they:
   Develop along racial and ethnic lines
- Are male-dominated associations with an increased proliferation of female gangs
- Stake out a specific territory
- Operate as an organization that may be part of a larger group
- Display symbols of their organization in dress, tattoos, graffiti, hand signals, language, etc.

GANGS AND SCHOOLS

When gangs exist in a community, they can seriously impact schools and colleges, using them as recruitment centers and claiming them as gang territory. A report issued by the U.S. Departments of Education and Justice found that the percentage of students reporting gangs at school nearly doubled between 1989 and 1995. This report also found a strong correlation between the presence of gangs and both guns and drugs on campuses.

However, it has not been shown that gangs are a direct cause of criminal victimization in schools, although the presence of gangs does contribute to an atmosphere of perceived danger. In fact, belonging to gangs may be a type of self-protection employed by students in response to threatening school and community environments.

In the event of an actual or suspected emergency situation as a result of gang violence, notify Campus Security immediately by calling ext. 77223 from any campus phone, (203) 857-7223 from a cell phone or 911 for the local police. Effective response includes a full and prompt investigation, disciplinary action as appropriate and follow-up with victims and any affected staff.

XIV.
TERRORISM

Terrorism is violence or the threat of force or violence against persons or property for purposes of intimidation, coercion, or ransom. Terrorists use threats or violent acts to create fear among the public and to obtain immediate publicity for their cause(s).

Acts of terrorism range from threats, assassinations, kidnappings, hijackings, bomb scares and Bombings, and cyber attacks, to the use of chemical, biological and nuclear weapons. High risk targets include military and civilian government facilities, international airports, large cities, and high profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, terrorists may spread fear by sending explosives or chemical and biological agents through the mail.

BIOLOGICAL/CHEMICAL WEAPON ATTACK

- Immediately report any of the above indicators to Campus Security, ext. 77223. When reporting, be specific about the nature of the involved material and the exact location. Campus Security will contact the necessary specialized authorities and medical personnel.
- Move away from the area, device or package and keep others away.
- Do not walk into or touch any of the suspicious material.
- Try not to inhale gases, fumes or smoke.
- Anyone who may be contaminated should avoid contact with others to the extent possible. Remain in the area and give identification to Campus Security.
- If moved outside by the authorities, move to a clear area at least 500 feet away from the affected building(s) and keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Assist emergency personnel as requested.
- Do not return to an evacuated building unless told to do so by an authorized official.

SURVEILLANCE/PROBING ACTIVITY

- Report attempts to test or conduct reconnaissance of security operations at critical infrastructure/key resource facilities, high profile venues, or sector-specific events.
- Report any persons showing uncommon interest in security measures or personnel, entry points or access controls, or perimeter barriers such as fences or walls.
- Report any persons showing uncommon interest in photographing or videotaping critical infrastructure/key resource facilities, networks, or systems.
- Report any theft of or missing official company identification documents, uniforms, credentials, or vehicles necessary for accessing critical infrastructure/key resource facilities, or sector-specific events.
- Report all suspicious attempts to recruit employees or persons knowledgeable about key personnel or critical infrastructure/key resource facilities, networks, or systems.
- Report any theft, purchase, or suspicious means of obtaining plans, blueprints, alarm system schematics, or similar physical security-related or sensitive information related to a facility with critical infrastructure or key resource facilities and systems.
- Report any persons near critical infrastructure/key resource facilities who do not fit the surrounding environment, such as individuals wearing improper attire for conditions or those not normally in the area such as homeless persons, street vendors, demonstrators, or street sweepers.

SUSPICIOUS PACKAGES AND ENVELOPES:

Some characteristics of suspicious packages and envelopes include the following
- Inappropriate or unusual labeling o Excessive postage o Handwritten or poorly typed addresses o Misspelling of common words o Strange return address or no return address o Incorrect title or titles without a name o Not addressed to a specific person
    - Marked with restrictions, such as "Personal," "Confidential," or "Do Not X-Ray" o Marked with any threatening language
    - Postmarked from a city or state that does not match the return address
- Appearance
    - Powdery substance felt or appearing on the package or envelope
    - Oily stains, discolorations or odor o Lopsided or uneven envelope o Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs o Excessive weight o Ticking sounds o Protruding wires or aluminum foil

If the package or envelope appears suspicious, DO NOT OPEN IT!

Handling of suspicious packages or envelopes:

1. Do not panic
2. Report the incident to your supervisor and security at ext. 73911
3. Turn off the local air conditioner or fan if possible
4. Cover the item
5. Secure the room and prevent others from entering
6. Wash hands with soap and water or use bacterial wipes
7. Move to an isolated room nearby if possible – if not stay at the site
8. Obtain names and phone numbers of all persons in the area
9. Wait for further instructions

XV.
PANDEMIC FLU

The information provided in this section is intended to be a brief overview of Pandemic Flu Preparedness. More specific information can be found in NCC's Pandemic Flu Emergency Plan (Part D)

For Norwalk Community College, a pandemic occurring in the Northeast or elsewhere could present numerous problems. Such an outbreak could cause one or more health emergencies that last for weeks or months. Quarantines may be imposed. Classes might be suspended. Numerous employees might be unable or unwilling to come to work. Major disruptions could occur not only within the College community, but also among vendors, health service providers and local government agencies.

The purpose of the Norwalk Community College Pandemic Flu Emergency Plan is to prepare a framework for the university's response to a widespread and lengthy outbreak of communicable disease, such as influenza. No plan can anticipate every problem that may arise, but by preparing in advance, NCC and its employees and students can be ready to act in prudent manner to protect themselves and others, and to continue the delivery of the vital mission of education and research. Detailed plans are available in Part D

PANDEMIC PHASES
(as identified by the World Health Organization)

- **Inter-Pandemic Period** o *Phase 1:* No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk to human infection or disease is considered to be low.
    - o *Phase 2:* No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
- **Pandemic Alert Period** o *Phase 3:* Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.
    - o *Phase 4:* Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
    - o *Phase 5:* Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (this creates a substantial pandemic risk).
  - **Pandemic Period**
    - o *Phase 6:* Pandemic phase: increased and sustained transmission in the general population.
  - **Post-Pandemic Period** o Return to Inter-pandemic Period (Phase 1)

CONCEPT OF OPERATIONS DURING SPECIFIC PANDEMIC PHASES

- **Phases 1 and 2 (Inter-Pandemic Period)** o Communicate the College's pandemic response planning efforts to students, staff, faculty and parents and educate students on what they need to do individually to limit the spread of the flu.

- Monitor the spread of diseases that could become pandemic through the WHO, CDC, state and local health organizations. ○ Develop a strategic plan to assure continuity of instruction in the event the College is forced to close for a long period of time.
- Develop continuity of operations plans for maintaining essential operations of the university during a pandemic event in which 25-33% of the employees do not report for work.
- Alert students (and their families), staff & faculty traveling to geographic areas where potential pandemic viruses have been isolated of the risks and precautions they should take.
- **Phases 3, 4 and 5 (Pandemic Alert Period)** ○ Continue to communicate and educate students, staff, faculty and parents on our pandemic response plan and what they need to do to individually to prepare and limit the spread of the flu.
  - Consider cancellation of College sponsored travel to geographic areas where potential pandemic viruses have been isolated.
  - Departments should begin to identify and stockpile critical supplies that may be quickly consumed during a pandemic and may be difficult to obtain should the pandemic interrupt normal supply lines. ○ Establish an ongoing communication link with state and local health agencies and emergency response agencies.
  - Enhance surveillance among College travelers returning from geographical areas in which a potential pandemic virus has been detected.
- **Phase 6 (Pandemic Period)** ○ Cancel large gatherings on campus. ○ Consider closing the College and sending students home before a serious campus outbreak occurs.
  - Implement community control measures to minimize the spread of the virus, such as isolation and quarantine.
  - Cancel College sponsored travel. ○ Implement a work-at-home policy for non-essential staff. ○ Establish a means of transporting sick students to and from medical facilities. ○ Be prepared to work with local authorities to establish an alternative care medical facility on campus for community overflow patients.
  - Establish and publicize distribution plans for antiviral medication and flu vaccines by priority groups as directed by the CT Department of Health & Human Services.
  - Be prepared to provide security for flu vaccine and anti-viral distribution sites on campus.

FAQ

What is influenza pandemic?
A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population, begins to cause serious illness, and then spreads easily person-to-person worldwide.

How do pandemic viruses occur?
New influenza viruses emerge as a result of a process called antigenic shift, which causes a sudden and major change in influenza A viruses. These changes occur when proteins on the surface of the virus combine in new ways as a result of mutation or exchange of genetic material between multiple influenza viruses. If such changes result in a new influenza A virus subtype that can infect humans and spread easily from person to person, an influenza pandemic can occur.

What age groups are most likely to be affected during an influenza pandemic?
Although scientists cannot predict the specific consequences of an influenza pandemic, it is likely that many age groups would be seriously affected. The greatest risk of hospitalization and death – as seen during the last two pandemics in 1957 and 1968 and during annual influenza – will be infants, the elderly, and those with underlying health conditions. However, in the 1918 pandemic, most deaths occurred in young adults. Few if any people would have immunity to the virus.

What are the symptoms of avian influenza in humans?
People infected with the current strand of the avian virus (H5N1) have shown everything from typical human influenza-like symptoms (fever, cough, sore throat, and muscle aches) to pneumonia, severe respiratory diseases, and other life-threatening complications. Symptoms of avian influenza may depend on which specific virus subtype and strain caused the infection.

How do people become infected with avian influenza viruses?
Most cases of H5N1 avian influenza infection in humans have resulted from direct or close contact with infected poultry (e.g., domesticated chicken, ducks, and turkeys) or surfaces possibly contaminated from feces of infected birds. For a pandemic of influenza to occur, avian influenza must mutate/change to be able to be passed easily from person to person. A pandemic of influenza can arise from changes that occur in certain kinds of highly pathogenic bird flu but no one knows when or even if this will happen. Today, there have been no reported cases of sustained human-to-human transmission of avian flu.

Do avian influenza viruses infect humans?
Avian influenza (bird flu) viruses do not usually infect humans, but a number of confirmed cases of human infection with bird flu viruses have occurred since 1997, usually in persons who had close contact with infected poultry. One bird flu virus strain known as avian influenza A (H5N1) has been of particular concern in recent years.

What are other schools doing?
Due to the need for social distancing, most colleges and universities are developing evacuation and closure plans at this time.

XVI.
LOCKDOWN AND SHELTER IN PLACE PROCEDURE

When instructed by NCC Campus Security or the State or local Police Department to initiate a "Lockdown" of the campus or specific building(s), the following procedure is to be implemented.

PURPOSE

In the event of a police emergency, e.g. "Active Shooter", it may become necessary to "Lockdown" a building or buildings on campus to protect occupants and minimize the overall exposure to danger.

DEFINITION

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all clear have been sounded. This procedure converts any building into a large "Safe Room".

Under the Alternative Shelter section of this procedure specific provisions are detailed for those people who have been in transit, e.g. moving from one building to another, at the time of the lockdown.

INITIATION OF "LOCKDOWN" PRODECURE

If the risk assessment determines the need to secure a building or buildings to protect the campus community and to prevent an escalation of the emergency, the Director of Campus Security or designee will give the order to "Lockdown" specific areas or the entire campus.

"Lockdown" Procedure

If preceding an order to "Lockdown" you hear gunshots in or around your building or once the notice to "Lockdown" have been issued, take the following action:
- Follow instructions
- Try to remain calm
- Remain indoors, e.g. your office or classroom. Once in "Lockdown" you will be allowed to move about to facilitate certain needs, (e.g. bathroom, water) but you are not allowed to leave the building unless an "All Clear" has been given
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or office that can be locked. Place a sign on the entrance indicating the "Lockdown" is in effect
- Close, and lock all doors
- Turn off all lights
- Occupants should be seated below window level, toward the middle of a room away from windows and doors
- Remain silent - Turn off all radios or other devices that emit sound and silence all cell phones
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter

- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to the Police Department
- If outdoors, seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from the Police Department.
- Do not unlock doors or attempt to leave until instructed to do so by Campus Security or the Police Department. The "All-Clear" will be announced when it is considered safe.

INITIATION OF SHELTER IN PLACE PROCEDURE

Gunfire or sniper actions are unpredictable and fluid situations, which do not allow for set methods of response. The shooter(s) may have random or selected targets and be motivated by criminal or political convictions or stimulated by mental, emotional or substance abuse problems.

In the event of an emergency necessitating shelter in place due to violent criminal actions such as firearms and other weapons incidents and barricaded persons and hostage situations, Campus Security will:

- Alert and request the services of any support agencies deemed necessary to provide response to the incident. The Connecticut State Police is the primary support agency for NCC in reference to major crimes or criminal incidents;
- Working with support agencies, Campus Security will take measures to isolate and neutralize the perpetrator(s), assist and give aid to victims and provide safety for the remaining personnel on campus;
- Make all attempts to alert the campus population to the incident and provide directions and give warning. The use of the Simplex Fire Alarm voice system and the telephone systems will be used as to minimize the effects on the perpetrators of the incident. The physical location, emotional state and the plight of any victims or hostages may be altered or affected in some way by an audible alarm. A verbal CODE RED warning initiated through the Simplex (loudspeaker) or telephone system will be intended to have all faculty, staff, students and others clear the hallways and seek concealment in the nearest office, classroom or enclosure;
- If possible, laboratories, offices and classrooms shall be secured or locked from the inside. All persons are urged to secure these locations in any manner possible and to avoid doors and windows. DO NOT attempt to move from any location unless grave danger is imminent or some representative of an emergency response agency directs such action;
- Victims are urged to remain as calm as possible and make all attempts possible to notify or have others notify the Campus Security Department of their location, condition, etc. Emergency medical aid will respond as soon as safely possible;
- If necessary and if physically able, seek cover and concealment from further harm. DO NOT hide in any manner that will prohibit emergency responders from finding your location;
- Retain as much information as possible regarding the assailant(s);
- Witnesses should call Campus Security via the emergency phone system by dialing ext. 77223, and notify security personnel of the location and condition of victims, numbers and descriptions of any perpetrators as well as the type of weapons and the direction of flight or the location of concealment;
- Witnesses should (must) not confront any armed person or make attempts to disarm or otherwise neutralize any suspect or assailants(s);
- Witnesses should seek cover and concealment. Assist others and obey any directives of emergency response officials.

AUTHORITY AND RESPONSIBILITY

The Chief Executive Officer (CEO) and/or Chief Operating Officer (COO) will be:
- Responsible for all Campus decisions
- Campus and public information

State/Local Police are responsible for:
- Immediate response to the scene
- On scene incident command (OIC)
- Notifications to external resources
- Arrest of the offender
- Security of the scene
- Location and security of any shelter sites used
- Notifications to the Security Site Manager

Security Site Manager is responsible for:
- Declaring the "Lockdown"
- Activating the Simplex Alarm systems with appropriate instructions
- Immediate response to the scene
- On scene incident command until arrival of Police authority
- Notifications to internal resources
- Security of the scene until arrival of Police authority
- Location and security of any shelter sites used until arrival of Police authority
- Notifications to the CERT
- Participation in appropriate training
- Participation in drills and incident critiques
- Training in "Lockdown" procedure for Emergency Management affiliates and building managers

Campus Security is responsible for:
- Implementing their building specific plan
- Notifying building occupants
- Check all accessible windows, e.g. ground floor, near fire escape, and doors
- Notify State/Local Police Department(s) when building is secured
- Head count of occupants and, once the "All Clear' has been given, compiling a list by name of all persons sheltered within their facility
- Complete situation report
- Participation in training
- Participation in drills and incident critiques

Campus Community is responsible for:
- Following instruction
- Participation in training
- Participation in drills, as required.

XVII.
CAMPUS SAFETY TIPS

From the moment you walk on campus to graduation day, you should always be smart and be safe with yourself and with your possessions. These are some safety tips that you should follow while on campus or anywhere you will be.

- Wherever you are, stay alert and tuned in to your surroundings. Don't daydream.
- Never leave your personal property unattended even if you're going to be gone for just a minute.
- Always lock your car. Thefts often occur when the student is away from his or her car for just a few minutes.
- Remember to place valuables left in your car under your seat, in your trunk, or somewhere else out of sight.
- Familiarize yourself with the location of emergency telephones. Phones are located in the hallways and classrooms of both the East and West Campus buildings.
- Emergency Blue Light Telephones are devices that are placed around the college campus for students to use in case of emergency. When the call button is pressed, the phone instantly connects to the dispatcher at the campus security department. NCC has four Blue Light Phones all located in the rear of the West Campus.
- Stick to well-lighted and busy areas. Stay on the part of the sidewalk that is farthest away from shrubs or dark doorways
- Avoid displaying large amounts of cash or other tempting targets such as jewelry or expensive clothing.
- Follow what your instincts tell you. If you're walking on campus and just have a strange feeling that something's wrong, then something may be wrong. Change directions to a well-traveled, well lit area and head toward a campus emergency phone or to a Campus Security Guard.
- Report any suspicious activity by calling ext. 77223 from any campus phone.

XVIII.
ADDITIONAL SAFETY SITUATIONS

POWER OUTAGES

Power failures occur from time to time, and certain procedures will ease any difficulties raised by the power failure. The Fire Alarm System has a back-up generator that will keep the alarm system functional. Security has large flashlights at their disposal in each building to assist during a power outage.

Should you be required to evacuate, lock all offices and follow Emergency Evacuation Procedures outlined in Section I.

TRAPPED IN AN ELEVATOR

Elevators are equipped with an emergency telephone. If you are trapped in an elevator:

- DON'T PANIC. You will not run out of air. Elevators are air filled tunnels going up and out to the roof.
- Stand clear of the elevator doors.
- NEVER try to force the elevator doors open.
- Pick up the elevator phone. Provide the following information: o Your Name. o Elevator location (campus, floor). o Number of people in the elevator. o If anyone is sick or injured.
    - o Whether the lights are on.
- Stay calm – assistance will be sent to you.

UNKNOWN ODORS OR FUMES

In case of unknown odors or fumes in or around campus buildings, adhere to the following guidelines:

- DO NOT ACTIVATE THE ALARM. The activation of the fire alarm will cause people unaffected by the odor or fumes to evacuate possibly into the affected area.
- Leave the affected area, notify Campus Security at ext. 77223 with the following information:
    - o Your location.
    - o Location and description of odor or fumes.
    - o If odor or fumes are making you or anyone else ill.
    - o Follow all directions issued by security.
- Inform anyone in the area of the odor or fumes.
- Should you be required to evacuate follow the Emergency Evacuation Procedures.

THEFTS, VANDALISM, LOSS OF PROPERTY

Any criminal acts of this nature must be reported to Security at ext. 77223 as soon as possible. Security will complete an Incident Report. In cases where college property is involved a State police report will be filed by Security. If the property involved is privately owned it is the responsibility of the owner to contact the police, however, Security will assist the owner. In private ownership cases, Security is to ensure that all basic information regarding the crime is recorded for its records and required State reports.

MOTOR VEHICLE/PEDESTRIAN ACCIDENTS

In the event of a motor vehicle accident on campus, Security will complete an incident report. If there are no injuries involving emergency medical assistance the individuals involved are personally responsible for calling the police and obtaining any necessary auto/tow services. Security will assist as needed.

- If person(s) have sustained injuries requiring medical assistance, Campus Security will handle this matter as a medical emergency.

- If a vehicle is stolen, vandalized or has items stolen from it report it to Campus Security and to the local police department.

XVIV.
CHILD DEVELOPMENT LAB SCHOOL

A. PROCEDURES

At time of enrollment all families must complete an emergency information release form that is kept on the premises in the child's classroom backpack, in the child's file in director's office and in a Master Emergency Contact Log. All emergency concerns should go directly to Campus Security at extension x 77223.
In the event of any emergency, concerned parents should contact the Parent Line: 203-857-6804 or the Norwalk Community College main number 203-857-7000 for information/instructions.

B. FIRE EMERGENCY

- Children will exit the classroom (as a group) with their teachers, out the classroom doors leading directly to infant/toddler playground.
- Teachers will take their classroom backpack which includes first aid, student emergency contact/release forms and any medications/epi-pens that are kept on the premises.
- Teachers will take daily sign in notebook with them.
- Once in the designated secured area (large playground area) attendance will be taken and children will be supervised outdoors by their classroom teachers.
- Children will be kept in a secured area until or unless Campus Security or the Fire Personnel give further instructions on where to go and what to do.
- Administrators will perform a final check of indoor closets, bathrooms, toilet areas, hallways, and classrooms to ensure all children and teachers are out of the building and accounted for.
- If building is determined to be inaccessible by the Fire Personnel; the teaching staff and administrators will escort the children to the West Campus and contact all families (or emergency contact persons provided by families) to pick up the children.
- If building is determined to be inaccessible by fire personnel cell phones will be used to contact the families as soon as possible.

**Fire drills are practiced on a monthly basis with all children and adults in the program. Each classroom has a fire drill routine posted on the wall of the classroom indicating what procedures are to be followed for that specific classroom.

C. WEATHER EMERGENCY

- The CDLS follows all weather advisories for the Norwalk Community College. Any closing due to inclement weather will be on our Parent Line (203-857-6804) and will be posted through local news agencies.
- In the event of weather emergency while school is in session, depending on the severity of the threat:
  o families of the children (or emergency contact persons provided by families) will be called by the teaching staff and/or administrators to pick the children up from the program
  o All children will be brought to the Gross Motor Lab (E120). The room is equipped with emergency lighting, in the event that the normal lighting is not functioning.
    ▪ Teachers will take their classroom backpack which includes first aid, student emergency contact/release forms and any medications/epi-pens that are kept on the premises.
    ▪ Teachers will take daily sign in notebook with them.
    ▪ Attendance will be taken periodically.
    ▪ Administrators will take Emergency Preparedness Kit and Master Emergency contact book.

- In the event there is a utility failure (heating, water, phone lines, lighting, etc.) teaching staff and/or administrators will call families of children (or emergency contact persons provided by families) to inform and instruct families on the specific procedure for the event. If the school must close until repairs can be made; families will be called by the school teaching staff and/or administrators to inform them. A message will be placed on our Parent Line (203-857-6804) with instructions for families while event is going on and when our schedule will resume.

**Weather emergency procedures are practiced on a monthly basis with all children and adults in the program.

D. EMERGENCY EVACUATION

- Children will be escorted out of the classrooms to Gross Development Lab (E120) or the offsite shelter location: **Temple Shalom, 259 Richards Avenue (203) 866-0148**. **Contact: Stacey Cohen.**
- Teachers will take their classroom backpack which includes first aid, student emergency contact/release forms and any medications/epi-pens that are kept on the premises.
- Teachers will take daily sign in notebook with them.
- Administrators will take Emergency Preparedness Kit and the Master Emergency Contact book.
- Attendance will be taken periodically.
- Administrators will check all indoor hallways, closets, classrooms, bathroom and toilet areas, etc., to ensure there are no children or adults inside the building before leaving.
- Teaching staff and/or administrators will contact all families (or emergency contact persons provided by families) to inform them of the event and where designated secure pick up is (large playground area, Motor Development Lab (E120), West Campus or off site shelter location).

B. INJURIES

All CDLS staff is certified in First Aid and CPR and receives this training annually.
- Child that is injured will be treated by accurate and specific first aid and/or CPR procedures.
- 911 will be called by school administrators immediately, if necessary.
- Family of child (or emergency contact persons provided by families) will be called immediately by school administrators.
- If the injured child must be treated at the Norwalk Hospital, one CDLS staff person will ride with the injured child to the Norwalk Hospital and remain with the injured child until their Parent/Guardian arrives at the Hospital and makes physical contact with the CDLS staff person at the hospital.
- CDLS staff will take the child's health records and registration form to the hospital.

C. SECURITY THREATS TO PROGRAM

In the event of a security threat to the school, (bomb threat by phone, terrorist situation, or other):
- Campus Security is informed of any and all threats
- Instructions from Campus Security will be followed for all adults and children in the school at that time.
- If evacuation is necessary, we will follow the fire drill procedure we have in place (see above mentioned fire drill procedure) until Campus Security gives us further instructions.
- Whether leaving or staying in the building, teaching staff and/or administrators will notify each family (or emergency contact persons provided by families) by phone of the situation, the children's location and pick up information.

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- Teachers will take their sign-in books and their classroom backpack which includes first aid, student emergency contact/release forms and any medications/epi-pens that are kept on the premises.
- Attendance will be taken periodically by the classroom teachers.
- Administrators will check all indoor closets, classrooms, hallways, bathroom and toilet areas, etc. to ensure there are no adults or children in the building before leaving.
- Administrators will take the Master Emergency contact book.
- A message will be placed on our Parent Line (203-857-6804) for instructions on what to do while the event is going on and after the event is over.

D. OTHER CONCERNS

Security

Entry to the Child Development Lab School classrooms is restricted. All classroom entries are locked at all times. A pass code must be keyed in in order to enter each classroom.

In accordance to licensing protocol, all staff and student participants in the CDLS are subject to a background check and verification (including submission of fingerprints) by the State Department of Public Health.

Health & Safety

The staff tries to maintain a healthy environment for the children through hand washing, disinfecting (toys, play/eating surfaces), and a routine inspection of the environment. In order to keep a safe and healthy environment in the CDLS we ask parents to follow these medical guidelines when making decisions whether or not to send your child to school. **Parents should keep children home from school if he/she has**:

- a fever of 100 degree F
- profuse nasal discharge that is not clear
- a persistent, productive cough
- uncontrolled diarrhea
- vomiting
- pink eye
- an undetermined rash
- has been on an antibiotic less than 24 hours

To return to school your child needs to be symptom free without any medication for the last 24 hours after the activity level has returned to normal.

Sick Child Policy

- If a child is sent home from school, you will be given a check list of why he/she was sent home which gives guidelines of when your child may return. A copy of this checklist will be signed by parent and placed in child's file.
- Parents should call the CDLS designated Parent Line (857-6804) if a child is not coming to school and why (what illness). If the child has exposed others the day before, a prepared letter from our files will be sent home to all families for their information (they can look for symptoms, etc.).
- If a child takes ill while at school and is contagious, he/she will go into an isolated area with a staff member until parents pick up (or other pick-up person on list).

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- Emergency Cards must be kept up to date for every child. We require four numbers of individuals that we can contact in case we need a child to be picked-up or in case of emergency.

Parent Check List --- Parents will receive this checklist stating the reasons for having a sick child leave school and when the child can return.

Administration of Medication Policy

Child Development Lab School director, lead teacher and teaching staff are trained in an approved Connecticut Department of Public Health class for the administration of medication for life threatening conditions only. The following policies and procedures which meet all the requirements of Connecticut State Law and Regulations must be followed without exception:

- Only CDLS professional staff who participated in and successfully completed the approved training may administer medications.
- The parent/guardian of each child requiring medication for a life threatening condition must supply the CDLS with the following:

  o A fully completed *Authorization for the Administration of Medication* form.
  o All Medications given to the CDLS professionals should have :
    ▪ a safety cap container
    ▪ the original label from pharmacy
    ▪ Any instruments for measuring and/or administering medication ▪ Within expiration date

- Upon receipt of completed *Authorization for the Administration of Medication* by the CDLS staff, the Director and our Nurse Consultant will review for completeness and accuracy before medication will be accepted.
- Staff specific to the child will be briefed in the protocol for the administration of medication. Medication is stored in a secure location within the child's classroom marked –identified with a RED CROSS.
- A Medication Administration Record will be completed by the director and stored with medication.
- Discrete posting identifying any medical concerns are posted above sink area.   In the event that medication must be administered the following steps apply:

  o Trained staff will identify need for medication. o Trained staff will remain with child at all times. o Trained staff will verify child name, medicine name and expiration date before proceeding.
  o Trained staff will wash hands before and after administering medicine and wear gloves while administering meds.
  o Individual specific protocol for administration of medication must be followed. o Medication Administration Record must be present and staff must record and verify information regarding the child's condition, medication and dosage.
  o Parent/Guardian will be notified verbally ASAP. Time will be noted.
  o Call 911 in the event of administration of Epinephrine (EPI pen) or otherwise specified by protocol.
  o EPI pen disposal (or other sharp object) is located in director office.
  o The *Medication Administration Incident Report* must be completed within 24 hours. It is signed by the person who administered the medication, CDLS director and parent/guardian. A copy is placed in child's file and a copy is given to the parent/guardian.

- Medication administration errors are to be reported to director and parent/guardian immediately.

Child Abuse

It is mandatory by state law that all suspected cases of child abuse be reported to the Department of Children and Youth Services. Staff will be required to report any and all suspected cases to the Director. It is important that all lines of communications between parent and staff be open. Accidents do happen and should be shared with school upon arrival at the CDLS.

Following is the CDLS Abuse and Neglect Policy as it has been submitted to the Connecticut State Department of public Health Day Care Licensing.

Abuse and Neglect Policy *(Policy Statement)*

Staff of the Norwalk Community College Kathryn Croaning Child Development Laboratory School, in its work with young children and their families, will protect all children from any form of abuse and/or neglect as witnessed in the daily interactions between children and staff. The staff, as teachers and providers of developmentally appropriate care for children pledges to safeguard each individual to the best of their ability while respecting each child's right to a safe and secure environment in which to grow and develop.

Definition of Abuse and Neglect

Abuse and neglect is defined as any physical, sexual, emotional, or neglectful treatment towards a child.

Reporting Requirements

As mandated by the State of Connecticut, employees' public or private institutions and schools are required to report suspected abuse/neglect directly to the Department of Children and Family or the police and they must also report to the person in charge of that institution.

Administrative responsibilities including immediate notification to the operator of any allegations of abuse or neglect at the facility.

Upon suspicion of any abusive or neglectful act, the witness to the situation will notify his/her direct supervisor. The report shall be made to the Department of Children and Families and/ or the police.

The witness shall put in written form the allegations concerning the abuse, which will be kept on file with the director. The director shall inform the CEO of the college and the COO, as to the incidences which have occurred and the steps which have been taken to protect the child.

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PART B:

CAMPUS EMERGENCY RESPONSE TEAM

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

COMPOSITION

Current Title	*CERT Title*
CEO of NCC	College Emergency Director
Chief Operating Officer	Emergency Coordinator
Director of Building & Grounds	Damage Control Coordinator
Director of Campus Security	Emergency Scene and Security Coordinator
Director of Business Department	Finance Coordinator
Dean of College Advancement	Public Relations Coordinator
	Personnel Coordinator

Support agencies: Local, state and federal as required, including but not limited to police, fire and medical personnel.

Any additional NCC or support persons deemed necessary, for a particular incident or event, may be added to the CERT or participate in decision and policy making by directive of the CEO of NCC.

ASSEMBLY AND PURPOSE

The CERT will be assembled for emergency response on the directive of the CEO of NCC.

During times of emergencies the CERT will assemble at the Emergency Operations Center (EOC), Room E309. Designated members may be relegated to Operations Command Posts at the actual scene if needed. An alternate EOC may be located in W248.

PART C:

COLLEGE POLICIES

THE CLERY ACT

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to $54,789.00 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

THE ACT CALLS FOR:

A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities (See above).

C. A statement of current policies concerning campus law enforcement including the enforcement authority of security personnel, including their working relationship with State and local police agencies and policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

E. A description of programs designed to inform students and employees about the prevention of crimes.

F. Statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property during the most recent calendar year, and during the two preceding calendar years for which data are available.

G. Of the following criminal offenses reported to campus security authorities or local police agencies:

- Criminal Homicide
  - a   Murder/Non-Negligent Manslaughter
  - b   Negligent Manslaughter
- Sex Offenses
  - a   Rape
  - b   Fondling

      c   Incest

      d   Statutory Rape

- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- VAWA Offenses
- Arrests and Referrals for Disciplinary Action

FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty, staff and students have a working knowledge of FERPA guidelines.

EDUCATIONAL RECORDS

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Educational records are defined by FERPA as:

> ***Records that are kept in the sole possession of the [institution] , are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.***

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents (including student advising folders)
- Computer media
- Microfilm and microfiche
- Video or audio tapes or CDs
- Film
- Photographs

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the

form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

RECORDS NOT CONSIDERED EDUCATIONAL RECORDS

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders)
- Campus police records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed to anyone else are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines.

DIRECTORY INFORMATION

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:
- Name
- Address
- Phone number and email address
- Dates of attendance
- Degree(s) awarded
- Enrollment status
- Major Field of study

NON-DIRECTORY INFORMATION

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student identification number
- Race, ethnicity, and/or nationality
- Gender
- Transcripts; grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies.

PRIOR WRITTEN CONSENT

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, prior written consent must include the following elements:

- Specify the records to be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure is to be made
- The date
- The signature of the student whose record is to be disclosed
- The signature of the custodian of the educational record

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions do not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. In order for institutions to be able to disseminate non-directory information in these instances, FERPA requires that institutions annually publish the policies and procedures that the institutions will follow in order to meet FERPA guidelines.

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties.

HEALTH OR SAFETY EMERGENCY

In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

For further information about FERPA, contact the Family Policy Compliance Office

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Ave. S.W.
> Washington, DC 20202-5920
> 202-260-3887
> http://www.ed.gov/policy/gen/guid/fpco/index.html

Further information regarding NCC's own FERPA plan can be found at: https://norwalk.edu/ferpa/

POLICY ON DRUGS AND ALCOHOL
Board of Trustees Policy 4.15

The Board of Trustees of Community-Technical Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

> American society is harmed in many ways by the abuse of alcohol and other drugs-decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society-all socio-economic groups, all age levels and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.
>
> *(Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse)*

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees' policy, employees and students will not be discriminated against because they have these disabilities. All students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be in violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with

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previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the CEO subject to the following conditions, as appropriate:

   a. When a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
   b. When a college permit has been obtained;
   c. When students bring their own beverages; and
   d. When alcoholic beverages are provided by a student organization and no fee is   charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and a referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in the development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation for the college and referral to the appropriate authorities for prosecution. (Adopted November 20, 1989)

Norwalk Community College adheres to the above cited Board of Trustees' Policy regarding alcohol and drugs. Currently there are no programs in place to educate students regarding alcohol and drug abuse. There is literature available from Student Services regarding these topics. Individuals seeking assistance with substance abuse problems are provided information as to where professional help is available. Additionally, the College has established the following procedure regarding requests for the service of alcoholic beverages on campus:

1. Any request to serve alcoholic beverages must be consistent with the Board of Trustees for Community-Technical Colleges' Policies

2. The request must be submitted in writing to the Dean of Students at least four (4) weeks in advance of the event.

3. If the sale of alcohol is being solicited, the request must demonstrate that a temporary permit for the sale of alcoholic beverages will be obtained and dram shop act insurance will be purchased.

4. A paragraph in the request must describe how alcohol will only be made available to legal age students and/or guests. This includes student bringing their own alcoholic beverages, or beverages being provided free when purchased by a student organization or other group.

5. The request must include a plan for a visible education program display or presentation urging responsible drinking of alcoholic beverages during the event.

6. Once the Dean of Students has reviewed the request for all necessary compliance, the request will be forwarded to the CEO for final decision. **Final approval can only be granted by the CEO.**

Note: Under no conditions will alcoholic beverages be purchased for consumption with monies from the General or Operating funds of the College.

Alcoholic beverages may not be consumed on College premises except by those over 21 years of age at approved College social functions. Such functions are held in compliance with State Law and the Board of Trustees Policy.

No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the College campus or off the College campus at a College sponsored activity, function or event. The College is committed to the enforcement of Federal and State drug laws.

Students, faculty, and staff should recognize that substance abuse interferes with their abilities to succeed academically and professionally. Substance abuse poses numerous threats to human health and can kill. It is also contrary to what institutions of higher learning strive to attain. The development of individual character; attainment of human potential; informed and responsible citizenry; and respect for the laws and norms governing society.
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and cognitive deficits. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Substance Abuse Prevention for Students
NCC provides students with individual counseling services and treatment referrals. Lisa M. Slade, MS, NCC, LPC, a mental health counselor at NCC, has been trained in the Brief Alcohol Screening and Intervention of College Students: A Harm Reduction Approach (BASICS), which is a preventive intervention program for college students 18 to 24 years old. It is aimed at students who drink heavily, and have experienced or are at risk for alcohol-related problems such as poor class attendance, missed assignments, accidents, sexual assault and violence. NCC partners with several mental health and substance abuse agencies who provide outreach and psycho-educational programming on campus throughout the year. In addition, Student Services offers literature regarding substance abuse. Individuals who seek assistance with substance abuse problems are provided information as to where professional help is available . In 2016, The Campus Awareness Resource Team and the Substance Abuse Collation and Triangle Community Center hosted an event to raise awareness and discuss alcohol abuse.

Substance Abuse Prevention for Employees

NCC's Human Resource office provides employees with an Employee & Family Assistance Program (EAP). The EAP can help employees and their families with a wide range of concerns that

include:

- Stress, Anxiety, & Depression

- Marital & Divorce

- Family & Parenting Problems

- Alcohol & other Drug Dependencies

- Budget & Debt Problems

- Bereavement & other Losses

- Change in the Workplace

- Child and Elder Care

- Compulsive Gambling

- Layoff Solutions

- Other problems include: legal, eating disorders, family violence, and traumatic incidents

POLICY STATEMENT ADDRESSING SEX OFFENSES

In an ongoing effort to prevent sexual misconduct and intimate partner violence on the NCC campus, the College provides education and prevention programs for the NCC community, in addition to literature available to students regarding measures they can take to guard against sexual assaults and date rape. This literature is available in the Student Activities Office, W111. NCC pursues all criminal and administrative remedies for complaints of sexual misconduct.

If you area a victim of a sexual assault at this College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College's security authorities strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College security authority. Filing a report with the College security authority will not subject the reported victim to scrutiny or judgmental opinions from College officials. Filing a report will enable the College to refer a person who reports being a victim of sexual assault:

- to appropriate medical treatment and tests if required
- to those who may assist in the proper collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam); and
- to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a person contacts a College security authority and reports they have been the victim of sexual assault, the Connecticut State Police and the Norwalk Police Department will be notified. Additionally the Security Site Manager and COO will be notified.

If the accused person is another student, the reported victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's student conduct system or either one separately. A College security authority or the Dean of Students (if the reported victim is a student) will guide the reported victim through the available options and support the reported victim in his or her decisions. Various counseling options and support services are available in the community.

College student conduct proceedings, for cases involving sexual misconduct, are detailed in the Student Handbook. The Handbook provides, in part, that the accused student and the reported victim will each be allowed to choose a person who has had no formal legal training to accompany them throughout the hearing. A student found to have violated a policy or rule regarding sexual misconduct may be suspended or expelled from the College for the first offense in addition to being criminally prosecuted in the courts. Those students who report they are a victim of sexual assault have the option to request a change in their academic situations after a reported sexual assault, if such changes are reasonably available.

POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student.

In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for the purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable as provided by law.

The Connecticut Sex Offender Registry may be accessed on the Connecticut State Police website through the following: https://portal.ct.gov/. Registry information is also available at local police departments.

SUPPORT AGENCIES

LOCAL GOVERNMENT AGENCIES

Prefix for all routine numbers will be (203) unless otherwise noted.

Police and Fire Emergency	911
Norwalk Police Department (Non-Emergency)	854-3001
Norwalk Fire Department Routine (Non-Emergency)	835-9411
Civil Preparedness	840-1636
Public Works	854-7791
Office of the Mayor	854-7701
Norwalk Office of Emergency Management (Michelle DeLuca, Director)	1-800 397-8876 854-0238
Health Department	854-7776

STATE OF CT AGENCIES

Connecticut State Police	(860) 685-8190
Bridgeport (Troop G)	(800) 575-6330
Computer Crimes Division	(860) 685-8230
Office of the State Fire Marshal (HQ - Middletown, CT)	(860) 685-8380
Chief States Attorney (HQ – Rocky Hill, CT)	(860) 258-5800
Office of the Chief Medical Examiner	(860) 679-3980
Employee Assistance Program	(800) 446-7348
Department of Environmental Protection	(860) 424-3000

FEDERAL AGENCIES

Federal Bureau of Investigation (FBI) (New Haven)	777-6311
Center for Disease Control	(860) 509-7299
Federal Aviation Administration (FAA)	(866) 835-5322
Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) New Haven Field Division Office	(617) 557-1200 773-2060
Secret Service – New Haven Field Office	865-2449

HOSPITALS AND MEDICAL SERVICES

Norwalk Hospital	(203) 852-2000
Bridgeport Hospital	(203) 384-3000
Stamford Hospital	(203) 276-1000
Poison Control Center (National)	(800) 222-1222
Poison Control (UCONN Health Center)	(860) 679-3531
Suicide Prevention	(203) 358-8500
American Red Cross Mid-Fairfield County Chapter	(203) 227-9505
Salvation Army (HQ – Hartford, CT)	(860) 543-8400
Rape Crisis – The Center for Family Justice	(203) 334-6154

UTILITIES

South Norwalk Electric and Water	(203) 866-4446
Eversource	(800) 286-2000
Petro (Oil/gas)	(203) 234-2671

COLLEGE SECURITY PROVIDERS

SimplexGrinnell   (860) 438-3200

Security Solutions, Inc.   (203) 846-8466

Summit Security Services, Inc.   (203) 274-9206

This Emergency Action Plan contains information culled from the following sources:

The American College;
http://www.theamericancollege.edu/subpage.php?pageId=419

Champlain College Division of Human Resources;
http://www.champlain.edu/hr/preparedness/faq.php

Kansas State University Division of Public Safety;
http://www.k-state.edu/psafe

Marietta College;
http://www.marietta.edu/~mcps/safetips.html

Monterrey County Joint gang Task Force;
http://www.gangtaskforce.org/home.htm

Mount Holyoke College Department of Public Safety;
http://www.mtholyoke.edu/offices/dps/

National Academic Advising Association;
http://www.nacada.ksu.edu/Resources/FERPA-Overview.htm

Naugatuck Valley Community College;
http://www.nvctc.commnet.edu/Operations/Final%20Manual%20for%20Web.pdf\

Quinebaug Valley Community College;
http://www.qvctc.commnet.edu/info/CleryAct.pdf

University of Chicago Emergency Management Committee;
http://emergency.uchicago.edu/emp/

University of Connecticut Emergency Communications Committee;
http://web.uconn.edu/ecp/cioletter.html

University of North Carolina – Chapel Hill Department of Human Resources;

http://hr.unc.edu/Data/SPA/employeerelations/harassment/violence

University of South Carolina;
http://www.sc.edu/emergency/EmergencyManagement.pdf

University of Wisconsin Superior;
http://www.uwsuper.edu/emergency/pandemic/index.cfm

US Department of Education;
http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html

Yale University Center for Public Health Preparedness;
http://publichealth.yale.edu/ycphp/

PART D:

PANDEMIC FLU EMERGENCY PLAN

INTRODUCTION

The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that a global pandemic involving avian influenza virus or another disease could spread around the world. Three pandemics occurred in the 20th Century -- in 1918, 1957 and 1968 -- resulting in millions of deaths in the United States and other countries. The American College Health Association warns, "A pandemic will occur again although it is not known exactly when, or which strain of a novel virus will rise to the occasion."

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. At this time, there is no human immunity and no vaccine is available. Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

The purpose of the Norwalk Community College Pandemic Flu Emergency Plan is to prepare a framework for the university's response to a widespread and lengthy outbreak of communicable disease, such as influenza. No plan can anticipate every problem that may arise, but by preparing in advance, NCC and its employees and students can be ready to act in prudent manner to protect themselves and others, and to continue the delivery of the vital mission of education and research.

This Influenza Pandemic Emergency Operations Plan forms an annex to the current NCC Emergency Action Plan (EAP) and was designed to complement existing emergency operational plans. The goals are to minimize disruption to both personnel and resources, maintain critical functions, and return to normal operations as quickly as possible. The plan describes activities of the department operational units integral to the campus's emergency response and recovery structure, but it recognizes that the overall campus response to, and recovery from, a pandemic flu depends on campus-wide planning that includes each academic department and administrative office.

<u>DEFINITIONS</u>

Emergency preparedness planning is essential because it affords the College an opportunity to respond more effectively to a number of emergency situations including a future pandemic. The World Health Organization (WHO) outlines the ten points of reference about Pandemic Flu:

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1. Pandemic Flu is different than avian influenza
2. Influenza pandemics are recurring events
3. The world may be the brink of another pandemic
4. All countries will be affected
5. Widespread illness will occur
6. Medical supplies will be inadequate
7. Large numbers of deaths will occur
8. Economic and social disruption will be great
9. Every country must be prepared
10. The WHO will alert the world when the pandemic threat increases

The WHO also describes six phases of a pandemic event:

- Inter-Pandemic Period ○ *Phase 1:* No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk to human infection or disease is considered to be low.
    - ○ *Phase 2:* No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
- Pandemic Alert Period ○ *Phase 3:* Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.
    - ○ *Phase 4:* Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
    - ○ *Phase 5:* Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (this creates a substantial pandemic risk).
- Pandemic Period ○ *Phase 6:* Pandemic phase: increased and sustained transmission in the general population.
- Post-Pandemic Period ○ Return to Inter-pandemic Period (Phase 1)

You might know a lot about seasonal flu, but pandemic flu is different in the following ways:

Seasonal Flu	*Pandemic Flu*
Follows a pattern, usually happening every winter	Happens rarely, no matter the season and spreads quickly through the world
The population usually has some immunity	The population has little or no immunity
Some people get sick	Many people get sick
The healthcare system can take care of the sick	The healthcare system may be overwhelmed by the sick
Small effect on society	Large effect on society since many people will be sick and important services will be disrupted

ASSUMPTIONS

The impact of a future influenza pandemic is unknown; however it is clear that if a pandemic occurs, traditional operational continuity assumptions will be inadequate. The following influenza pandemic assumptions were utilized in the development of the NCC Pandemic Flu Emergency Plan:

1. A pandemic could last 6-8 weeks and include several waves over the course of a year.
2. Up to 30% of the workforce could be out sick during a pandemic with absenteeism occurring in rolling waves which rise and fall over the course of several weeks. People may decide to stay home to care for family members or to stay home with children when schools are closed. Fear of exposure may lead to lower rates of attendance before an actual outbreak begins. Up to 2 percent of the 30 percent who fall ill may die.
3. Employer flexibility will be necessary and might include: staggered shifts, expansion of physical space between work stations or allowing employees to work from home.
4. Leave policies may need to be flexible.
5. Availability of supplies will be limited because of hoarding, combined with limited production and transportation limits.
6. Assistance from outside organizations, county, state and federal government will not be likely if the outbreak is nationwide.
7. Essential functions have been identified and staff has been cross-trained to maintain essential functions. If cross-training isn't an option due to licensure, ensure that memorandum's of understanding are in place with individuals/jurisdictions with the same certification.
8. Written job action sheets and instructions are in place for position responsibilities that are identified as a Priority Positions in the event that someone not familiar with the position is needed to perform the duties.
9. Sick employees will be encouraged to stay home.

GOVERNANCE, COMMAND AND CONTROL

Authority

The manner in which Norwalk Community College conducts emergency operations on campus is governed by state and federal legislation and the policies of the State of Connecticut Community College System. The CEO, College Deans and other members of the CERT, maintain a chain of command for making decisions and delegating responsibilities on campus during a campus emergency.

Public Health Resources

If a pandemic occurs, it will be the responsibility of local, county and state public health departments to issue quarantine orders, direct facility closures, provide information designating key health care facilities, and distribute medications and vaccines. Because NCC is located a short distance from New York City, it may be advisable and necessary to coordinate operations with institutions in those locations.

Declaration of Emergency

The CEO of NCC, a College Dean or another designee of the CEO is responsible for declaring a campus emergency and assembling the Campus Emergency Resource Team, in accordance with NCC's Emergency Action Plan. In the case of a widespread outbreak of infectious disease approaching or reaching pandemic levels, the CERT will implement the NCC Pandemic Flu Emergency Annex Plan.

Activation

Activation of this Influenza Pandemic Emergency Operations Plan follows guidelines within the NCC Emergency Action Plan, which also describes the authority for activating the CERT. A declaration of a state of emergency on campus will transfer authority for activation of all plans to the CEO of the College or the Chief of Police. It is anticipated that the CERT will be placed on alert and/or activated as defined in Part B of the NCC Emergency Action Plan.

PUBLIC HEALTH EMERGENCY EMPLOYEES

Suring the implementation of the Pandemic Flu Emergency Annex Plan, individual departments will identify essential staff, known during a public health crisis as Public Health Emergency Employees. A Public Health Emergency Employee is an employee who performs a function that is absolutely essential to the continuation of core college operations during a multi-week public health emergency when classes and most other college activities may be suspended. These employees will be determined using the following guidelines:

- Employees whose duties involve the welfare or safety of students, faculty or staff

- Employees whose duties include the maintenance or operation of College systems or networks critical to the ability to meet essential student and employee needs during a public health emergency

- Employees whose duties include the maintenance or operation of College infrastructure systems critical to the ability to meet essential student and employee needs during a public health emergency

- Employees whose duties are essential to avoid significant loss of assets or revenue that might occur due to the lack of continuity in, or maintenance of, property, systems, services, or programs.

STAFF FUNCTIONS

CRITICAL & ESSENTIAL FUNCTIONS	RESPONSIBLE GROUPS
Safety and Security of the students, staff, faculty, visitors and or the campus facilities.	NCC Campus Security Maintenance Chief Operating Officer, CEO
Physical Plant and Facilities, and maintenance of infrastructure, utilities, custodial	Maintenance
Communications • Campus, community and media information • Information Infrastructure	President's Office Dean of College Advancement Dean of Administration Public Relations Information Technology Information Desk
Human Health & Support, which includes students, staff, faculty and visitors; this also includes essential staff required to stay on campus	Human Resources Norwalk Hospital Dean of Students Wellness Center Chief Operating Officer
Academics: which includes on and off campus instruction, credit and non-credit instruction and student support and enrollment services	Dean of Academic Affairs Director of Extended Studies Registrar and Records Department
Internal Support for our own units	Chief Operating Officer Dean of Administration
Regional Support to our counterparts in the city, county, state.	College Deans NCC Campus Security Maintenance
Essential administrative functions, which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	Chief Operating Officer Dean of Administration Director of Finance Financial Aid

SPECIFIC CAMPUS WIDE ISSUES

Academic Instruction/Enrollment Management

The Dean of Academic Affairs, in coordination with the College Senate, will develop policies and procedures for making emergency decisions, waivers of regulations regarding examinations and required

days of instructions as relevant to an event that would require postponing or cancelling classes. The Dean's leadership team also will encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shut-down. Implementation of these policies and procedures will be coordinated with the Dean's office, the CERT, as well as with the Registrar's office. Information as available will be distributed to the campus and posted online.

Enrollment Management, in the event of a pandemic will be an immediate concern and require action and close cooperation with the Dean in regard to decisions made about instruction and the impact for currently enrolled students. Distance Learning and Technology Services will play a primary role in managing processes related to availability of courses and continuance of education. The Registrar and Records Office will record and track the impact of academic decisions as they relate to student retention within the institution including records management, course enrollment, academic progression, scheduling and eligibility to graduate.

Just as retention of students is a primary concern, the processes related to recruitment and admissions of students are key components in maintaining stable enrollments patterns for the institution. Continuing to build relationships with prospective students for future enrollment throughout the levels of preparedness for pandemic phases will be a priority. The Offices of Admissions, Financial Aid and Public Relations all play a pre-enrollment role with prospective students. The development, implementation and/or termination of business practices of these functions, commensurate with the severity of the pandemic will be coordinated with the COO and the CERT.

Human Resource Issues

The primary effects of a pandemic are on staffing and student levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity; caring for other family members, or school closures. NCC has an internal system for tracking and recording employee absences. During a pandemic situation, this system would be used to determine individual and campus absenteeism rates, and provide the basis for decisions made by the CERT for implementing social isolation issues.

The Human Resource department has developed several white papers and provided answers to frequently asked questions related to leave, benefits, payroll and employment. Each college department must strategize independently how to manage and plan for absences among faculty, staff and students, and be prepared to coordinate their efforts with the rest of the campus through the CERT.

Information Technology Infrastructure

Our business and personal lives depend to a great deal on the availability of an information technology infrastructure for voice and data communications. During a pandemic event, it is likely that those systems will become less reliable as they overloaded with increased volume. If public health plans call for social isolation – i.e.: directing the closure of schools and public events and encouraging the public to stay home – more staff, students and faculty will be trying to "telecommute" and that will result in a change in normal network traffic patterns and increased demand placed upon network border equipment and communication links to the internet.

The NCC Information Technology Department will develop procedures to inform the campus units about issues surrounding telecommuting, alternatives to meetings and presentations, and step-by-step

instructions for establishing temporary home offices in accordance with the priorities established by the NCC Emergency Action Plan.

Public Health/Hygiene Etiquette

At the onset of the pandemic, access to vaccines and antiviral drugs may be extremely limited, and nonmedical intervention measures may be recommended by OSHA and the public health agencies to delay the spread of the disease. The non-medical interventions may include:

- Infection control measures to avoid spreading the disease o Proper hand washing or use of hand sanitizers when hand washing is not possible o Use appropriate cough etiquette o Avoid close contact with people who are sick
    - o   Anyone who is sick should stay home and away from work or the public
    - o Sanitize "touchable" surfaces
    - o   "No-touch" procedures, such as foot operated trash can lids or door openers o Use of appropriate personal protective equipment (PPE)
- Social distancing, such as o Minimization of unnecessary social interactions o Minimization of face-to-face meetings or conferences o Maintaining a 6 foot distance between individuals o Closing schools, daycares and universities o Prohibit large public gatherings o Modification of worker's schedules
- Encourage employees to get a seasonal flu vaccination. The seasonal flu vaccine will not protect from the pandemic flu, but preventing the seasonal flu could keep the individual healthier and less susceptible to other diseases.
- Interruption or curtailment of non-essential travel

WHO Pandemic Phase	NCC Actions
Inter-Pandemic Period	
Phase 1: new virus in animals; no human cases detected	Review and maintain Emergency Action Plan Develop individual department plans Identify Public Health Emergency Employees (essential staff) Develop and implement campus-wide communications plan
Phase 2: animal virus poses substantial risk to humans but no human cases detected	Alert CERT Coordinate with local hospitals and local and regional health agencies Conduct campus surveillance for influenza among campus population following CDC guidelines

Pandemic Alert Period	
Phase 3: confirmed human infections detected transmission is rare	CERT maintains daily contact Emphasize personal hygiene Coordinate with local hospitals and local and regional health agencies Implement monitoring plans for students, faculty or staff traveling
Phase 4: confirmed, but highly localized instances of human-to-human transmissions	CERT activated and meets daily, in person Consider cancelling/postponing use of NCC facilities by outside organizations Monitor daily absenteeism of students, faculty and staff Prepare to activate individual departmental plans Prepare, in conjunction with Public Health Agencies o Reassignment of labor/staff as necessary o Mandate the adoption of hygiene etiquette behavior
Phase 5: Increasing and sustained – but still localized – virus transmission	CERT coordinates all campus activities Consider cancelling all non-academic activities and meetings Strict surveillance of all visitors to campus for signs of infection as per CDC guidelines Consider closing departments, offices and academic center containing non-essential staff
	Reassign staff as necessary
Pandemic Period	
Phase 6: sustained transmission among the general population	Working with local and regional health agencies, consider closing and/or quarantining all campus facilities Implementation of mitigation and re-evaluation techniques Reassign staff as necessary

No one knows the characteristics of an influenza pandemic that has yet to occur, so no one knows exactly how to determine the decision to cancel classes and , but based on the history of influenza pandemics, the following would be the decision points for suspending classes.
- Transmissibility
- Morbidity
- Mortality

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- Geographic spread
- Proximity of confirmed cases
- Fairfield County Health Department recommendations
- Closing of K-12 public schools
- Falling class attendance
- Rising employee absenteeism
- Governor's mandate

PANDEMIC INFLUENZA – CONTINUITY OF OPERATIONS PLAN
Norwalk Community College

Instructions: To be better prepared, and NCC departments and units are required to use this form to complete a Continuity of Operations Plan (COOP) to describe how your department will operate during and influenza pandemic and recover afterwards to be fully operational. This is your plan – feel free to augment this template to meet your needs. The process of planning for an emergency is very valuable. Be collaborative when drafting this and seek comments from your staff and leadership. For detailed instructions and more information, see the NCC Emergency Action Plan or contact the Campus Security department at ext.7223.

Department/Unit			
Plan Development	**Developer**		**Date Plan Finalized**
	Name	**Phone Number**	**Alt Phone Number**
Head of Operations			
Email Address			

A: Background Information.
 Several influenza pandemics occurred in the last century, the most virulent being the Pandemic if 1918. The Centers for Disease Control (CDC) predict that another is likely some time in the future. No one can truly predict when a pandemic may happen or how severe it may be, but it is prudent to plan for one. In the event of an influenza pandemic, NCC will have four objectives:

- Minimize the risk of pandemic influenza to students, faculty and staff.
- Support students who remain in university run housing, as well as those remaining in Las Cruces.
- Continue functions essential to university operations during a pandemic.
- After the pandemic, resume normal teaching, research and service operations as soon as possible

Planning Assumptions. Although no one knows the precise characteristics of the next influenza pandemic, NCC is basing its plans on the following assumptions:

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1. To reduce the risk of illness, public health officials may request that NCC take social distancing measures such as canceling public events and suspending classes. If a severe outbreak were to occur, we should expect to suspend on-campus classes for 7-10 weeks.
2. To further reduce the risk, department heads and directors must insist that employees who are sick must remain at home rather than come to work.
3. Employee absenteeism will reach 30 percent for periods of about two weeks at the height of a pandemic wave with lower levels of staff absenteeism for a few weeks on either side of the peak.
4. For planning purposes, assume that absent employees include Deans or Department Heads and personnel with primary responsibility or essential functions.
5. Fifty percent of your supplies will not be available during the 7-10 week period of contagion.
6. For planning purposes, assume that the wave will occur during the fall or spring semester.
7. It is unlikely that students, faculty and staff will be subject to mandatory quarantine orders. Instead, public health officials will rely on voluntary social distancing measures.

More information about your department. *Please note below information about your Continuation of Operations Plan (COOP) contact:*

	Name	**Phone Number**	**Address**
COOP Contact			
Email Address			
Dept. Locations			

The principle nature of your department's operations. *Please check all that apply below to indicate the principle nature of your department's operations*

Teaching   Student Life Support

Clinical/Lab Teaching   Facilities Support

Administration   Other (describe)

B: Your Department's Objectives
Considering your department's unique mission, describe your teaching, research and service objectives:

C: Emergency Communication Systems

All NCC employees are responsible for keeping informed of emergencies by monitoring news media reports, NCC's home page and/or calling Campus Security (ext. 7223). To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain a call tree. Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

☐ Phone   ☐ Email   ☐ Direct connect (e.g., Nextel)

☐ Call tree   ☐ Departmental web site   ☐ Pager

☐ Instant messaging   ☐ Other (describe):

D: Emergency Access to Information and Systems

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, WebCT Vista, off-site data backup, backup files on flash drives, hard copies, Blackberry/Treo or use of alternate email systems (e.g., Yahoo).

E: Your Department's Essential Functions

List below your department's functions that are essential to operational continuity and/or recovery, and who is responsible for them. Make sure that alternates are sufficiently cross trained to assume responsibilities.

Essential Function			
	Primary	Alternate	Second Alternate

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People Responsible			
Phone Numbers			

Essential Function			
	Primary	**Alternate**	**Second Alternate**
People Responsible			
Phone Numbers			

Essential Function			
	Primary	**Alternate**	**Second Alternate**
People Responsible			
Phone Numbers			

Essential Function			
	Primary	**Alternate**	**Second Alternate**
People Responsible			
Phone Numbers			

Essential Function			
	Primary	**Alternate**	**Second Alternate**
People Responsible			
Phone Numbers			

Essential Function			
	Primary	**Alternate**	**Second Alternate**
People Responsible			
Phone Numbers			

Review your department's key personnel, leaders, heads and those responsible for the above essential functions to identify your department's **"public health emergency employees."** Your department's Human Resources Facilitator should identify those people to HR. For more information on emergency employees, see Section M below.

F: Your Department's Leadership Succession

List the people who can make operational decisions if the head of your department or unit is absent.

	Name	Phone Number	Alt Phone Number
Head of Operations			
First Successor			
Second Successor			
Third Successor			

G: Key Internal (Within NCC) Dependencies

All NCC departments rely on IT, Payroll, Purchasing, Campus Security and Maintenance. List below the other products and services upon which your department depends and the internal (NCC) departments or units that provide them.

Dependency (product or service)	
Provider (NCC department)	
Dependency	
Provider	
Dependency	
Provider	
Dependency	
Provider	
Dependency	
Provider	
Dependency	
Provider	
Dependency	
Provider	
Dependency	
Provider	

H: Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare a pandemic influenza continuity of operations plan.

Dependency (product or service)		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service)		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service)		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service)		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service)		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		

I: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the pandemic's impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions. You might also consider alternatives to holding classes in person (for examples, holding classes via the internet.)

J: Exercising Your Plan & Informing Your Staff

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates. For assistance in exercising your Plan, contact Campus Security at ext. 7286.

Staff Orientation Meeting	Emergency Communication test
Call Tree Drill	Off-Site Information Access Test
Tabletop Exercise	Unscheduled Work-at-Home Day
Interdepartmental Exercise	Emergency Assembly Drill
Other:	

K: Recovery after the Pandemic

Describe your Plan to fully resume operations as soon as possible after the wave has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs.

L: Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in a pandemic.

M: Additional Resources and Policy Summaries
The following is a list of resources, guidelines and policies that will help you plan for pandemic influenza.

Guidelines for Workplace Dissipation and Fitness to Work
During a pandemic, employees will be encouraged to reduce face-to-face contact between employees, where possible. Increasing the physical distance between employees to three to six feet will reduce influenza transmission risk from coughing, sneezing or speaking. Employees who are sick should not report to work. Be prepared to implement procedures to reduce the workplace risk of transmitting influenza.

Public Health Emergency Employee Selection Guidelines
Departments should identify as "public health emergency employees" those who are responsible for performing functions that are absolutely essential to the continuation of core College operations (e.g., protection of health or property, payroll, etc.) during a multi-week public health emergency when classes and most other College activities are suspended. "Public health emergency employees" must satisfactorily perform their responsibilities in a public health emergency.

Personal Protection Equipment
To date, the U.S. Centers for Disease Control (CDC) has issued pandemic influenza personal protective equipment (PPE) guidance only for patient care. The CDC is not likely to issue additional pandemic influenza PPE guidance until the threat becomes imminent. When CDC does issue guidance, NCC will follow it to provide the specified PPE (e.g., masks, gloves) to employees in CDC-identified high risk job classifications, and to employees who perform high risk duties identified by the CDC.

Since CDC's PPE recommendations will rely on a high level of risk (e.g., direct contact via care for sick patients), it is not likely that NCC's limited PPE stocks will be available to all employees that departments may designate as "public health emergency employees." Departments that wish to assess their PPE needs for pandemic influenza should contact Barbara Smith in Campus Security at ext. 7286.

Home Emergency Planning for Individuals and Families
Employees, students and their families should plan for any type of emergencies that could impact them in their home, apartment or residence hall. Don't wait—an emergency can occur at any time. National emergency events in the past have taught us that employees may not show up for work if they are concerned for the safety and security of their families. We recommend that your employees receive the following information, available via www.PandemicFlu.gov.

   Information for Individuals and Families   Emergency Contacts Form   Family Health Information Sheet   Pandemic Flu Planning Checklist

N: COOP Submission

Thank you for completing your department's Pandemic Influenza Continuity of Operations Plan (COOP). Please submit an electronic copy of this Plan to the Dean of Administrations office.

FOR MORE INFORMATION

For more information about Pandemic Flu, visit these sites:

US Department of Health Pandemic Flu site
www.pandemicflu.gov

The American Red Cross
www.redcross.org/news/ds/panflu

Yale New Haven Center for Emergency Preparedness and Disaster Response
www.yalenewhavenhealth.org/emergency/influenza/index.html

Univ. North Carolina-Chapel Hill Continuity of Operations Plan
www.ehs.unc.edu/healthy/coop.shtml

This Pandemic Flu Plan contains information from the following sources:

Anoka-Ramsey Community College Safety and Security Department
www.anokaramsey.edu/resources/pdf/security/pandemicplan.pdf

Kansas State University Health Services
www.k-state.edu/safety/Documents/PandemicFluPlan.pdf

US Department of Health
www.pandemicflu.gov

University of California, Berkeley office of Emergency Preparedness
www.oep.berkeley.edu/campus_disaster_response

University of North Carolina-Chapel Hill
www.ehs.unc.edu/healthy/coop.shtml

University of Wisconsin-Superior Health Services
www.uwsuper.edu/emergency/pandemic/index.cfm

Yale New Haven Center for Emergency Preparedness and Disaster Response
www.yalenewhavenhealth.org/emergency/influenza/index.html

NCC

Norwalk Community College
Bomb Threat Form

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

THREAT LANGUAGE:
___ Well-spoken (educated)   ___ Incoherent
___ Foul   ___ Taped
___ Irrational   ___ Message read by
                                                     threat maker

EXACT WORDING OF THE THREAT:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Sex of caller: _____   Race:_____

Age: _____   Length of call: _____

Number at which call is
received: _____

Time: _____   Date:_____

CALLER'S VOICE:

___ Calm   ___ Nasal
___ Angry   ___ Stutter
___ Excited   ___ Lisp
___ Slow   ___ Raspy
___ Rapid   ___ Deep
___ Soft   ___ Ragged
___ Loud   ___ Clearing Throat
___ Laughter   ___ Deep Breathing
___ Crying   ___ Cracking Voice
___ Normal   ___ Disguised
___ Distinct   ___ Accent
___ Slurred   ___ Familiar

If the voice was familiar, whom did it sound like?

BACKGROUND SOUNDS:

___ Street Noises   ___ Factory Machinery
___ Crockery   ___ Animal Noises
___ Voices   ___ Clear
___ PA System   ___ Static
___ Music   ___ Local
___ House Noises   ___ Long Distance
___ Office Machinery   Other _____

OTHER COMMENTS: _____
_____
_____
_____
_____
_____
_____
_____
_____

Report call
immediately to: _____
Phone Number: _____
Date: _____
Name: _____
Location: _____

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