

CT STATE **COMMUNITY COLLEGE**

2025 ANNUAL CAMPUS SECURITY REPORT

Clery Report



Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime Statistics Act



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Introduction

The Connecticut State Community College, (CT State), is a statewide college that has combined all twelve community colleges campuses and six satellite locations under one school, CT State. The college is led by Interim President, Dr. Christina Royal, Ph.D. She currently leads the largest institution of higher education in Connecticut, the largest community college in New England, and one of the largest community colleges in the country. She has 25 years of leadership experience in higher education to her new role at CT State. On August 23, 2024, the Connecticut Community College placed third in the nation by WalletHub, in the financial website's report on community colleges and state-by-state community college rankings.



The Connecticut State Community College Police Department is led by Christopher Chute, Chief of Police. Chief Chute is the college's first Chief of Police and serves as the Director of Public Safety. CT State Community College Police Department adheres to current recommended national standards and policies that strive to create and foster a safe and inclusive learning environment for its students, faculty, staff, and visitors. This is accomplished through professionalism, transparency, educational programs, and initiatives which aid the community in being aware of crimes and offenses that may occur on our campus and its surrounding areas.

In order to provide effective police services and maintain safety, CT State encourages community partnerships with our population and stakeholders. We ask everyone to be alert and to report any suspicious activity to campus police or public safety.

Summary of the Jeanne Clery Act

A Compliance and Reporting Overview

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. To comply with the Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.

Annual Security Reporting

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of / response to sexual assault, domestic or dating violence, and stalking.

Clery Center (<https://www.clerycenter.org/the-clery-act>), 2023

Preparation of the Clery Report

The Chief of Police is responsible for gathering the statistical data used in the preparation of this report. The Chief relies upon the campus' Officers- In- Charge (OIC) and school Associate Deans of Campus Operations (ADCO) to compile records and crime stats of the CT State Police Department. The OIC and ADCOs are also responsible

for securing crime stats of any surrounding police departments for any information that may be relevant. These statistics include crimes which occur within all defined Clery geographic areas.

This Clery Report is published by October 1st of each year by the CT State Community College Police Department via the CT State website. An email is also sent to every student and employee each year that includes a brief description of the report's contents along with the address of the website where the report is published. Copies of the report are also available at each campus Police Department / Public Safety Office.

Daily Crime Log

A publicly accessible log of all crimes is available at each campus Police Department / Public Safety Office. The log includes the nature, date, time, general location, and disposition of each crime that occurs within our Clery defined geography and patrol jurisdiction. Entries are made within two business days of the reported incident, except for the following instances:

- Disclosure is prohibited by law.
- Jeopardize an ongoing criminal investigation.
- Jeopardize safety of the individual,
- Cause the suspect to flee or evade detection, or
- Result in the destruction of evidence.

Information withheld must be disclosed once the adverse effect is no longer likely to occur.

CT State Community College Police Department

Mission Statement

The Connecticut State Community College Police Department is committed to serving the public with professionalism, integrity and respect. We take pride in our responsibility to ensure the safety of all individuals who live, work or travel through our community. Our officers are committed to ensuring the safety of our campuses through proactive patrols and traffic enforcement, protecting both students, faculty and staff. We believe in fostering strong partnerships with other agencies and the communities we serve, treating every individual with dignity and respect.

Campus Safety Focus- We are dedicated to creating and maintaining a safe and welcoming environment. Through proactive patrols, emergency preparedness, and safety education, we work to protect the wellbeing of everyone on campus and support the colleges' mission of learning and growth.

We also strive to make our roads safe for motorists and pedestrians alike. It is our responsibility to work with other agencies and with the public we serve and treat everyone with respect and dignity.

The police are on campus 16 hours a day and on call 24 hours a day. Their duties include, but are not limited to:

- Patrolling the college campus

- Responding to a full range of emergency and routine calls for service.
- Crime prevention / education activities.
- Investigation of crimes.

Additionally, because public safety is everyone's concern, an important role of the Police Department is to act as a safe campus advocate by sharing ideas and proposals that help shape the public safety dimensions of the services, programs, and policies of other public safety “stakeholders.”

Goals

- Reduce crime.
- Develop and maintain partnerships between the community to identify concerns and crime problems.
- Building Trust and improving police legitimacy with the community we serve.
- Look for new and innovative ways to increase safety through crime prevention.
- Cultivate, enhance, and nurture trustworthy relationships with the community we serve.
- Create a campus culture that recognizes the importance of personal and community safety.
- Improve employee wellness, retention and staff development.

Police Officer Selection and Training

The staff of the Connecticut State Community College Police Department consists of approximately 44 people, 27 of which are sworn police officers. As the police department continues to grow, we will have approximately 34 sworn police officers by the end of this fiscal year. All our police officers are subject to the stringent requirements imposed our governing agency, the Connecticut Police Officers Standards and Training Council (POST-C). We only hire certified police officers who has experience with interacting with the community. Similarly, our dispatchers and Building and Grounds officers must meet certification standards through training in the skills of managing a communications center.

State of Connecticut Accreditation

The State of Connecticut Accreditation mission is to “Enhance the professionalism of Connecticut Law Enforcement agencies through compliance with contemporary, internationally recognized standards of excellence.”

The Connecticut Accreditation program contains three tiers.

- **Tier I, Liability Standards**, are designed to assist police agencies better protect themselves, their employees, and their governing entities from liability exposure as well as enhanced delivery of service and improved public confidence in the agency.
- **Tier II, Professional Standards**, address legal requirements, management and operations.

- **Tier III, General Management**, further expands upon the Tier II Standards, addressing legal requirements, management and operations.

State of Connecticut Police Officer Standards and Training Council Law Enforcement Accreditation Program (<https://portal.ct.gov/-/media/post/accreditation/2022-accreditation-standards-manual-6th-edition.pdf>), (p. 5, 2024)

The Connecticut State Community College Police Department has earned Tier I status during its first year. This achievement consists of creating a new policy manual with mandated standards, adhering and reporting compliance. This process helps us operate more professionally and promote trust through transparency with the community we serve. The accreditation process has also standardized high liability areas such as, evidence handling and use of force to follow the nationally recognized best practices.

On March 6, 2025, the Department was awarded Tiers II and III from the State of Connecticut POST-C. This accomplishment was achieved in the Department's first year and half of existence.



Reporting Crimes and Emergencies

The College encourages victims of crime to report these incidents / crimes to the police. Crimes in progress and other emergencies should be reported by dialing 911 from any phone. Please advise the 911 operator that you are on a college campus that has police officers. This notification will assist the 911 operator regarding dispatching police to your location. Those campuses that do not have full-time police officers can call Campus Security as another option to report crimes.

Whenever possible, the actual victim or witness of the crime should call directly. Firsthand information is always more accurate and complete. However, there may be instances when the victim of the crime is either unable to or elects not to make such a report. If you are reporting on the victim's behalf, please include this information.

Emergency phones, known as "Code Blue Telephones," are strategically located across the campuses and connected directly to emergency services. Pushing the button on the emergency phone when you need police services immediately, connects you to the dispatch center. Some of the telephones are also equipped with a blue strobe light which will activate once you push the button.

CT State Emergency Notification System & Timely Warnings

Timely Warnings for Crimes

If a Clery reportable crime, (listed on pages 26), or a series of crimes occur within our Clery defined geography and represent a serious or continuing threat to the campus community, a campus-wide “timely warning” will be issued. This is a decision made by the Chief of Police in collaboration with the College President.

Depending upon the situation, the Police Chief also collaborates with the Director of Communications and Media on the composition and distribution of the timely warning through Informacast, campus email, myCTState Alert, or other means of communication, (e.g., social media, postings, direct distribution of flyers, the campus’ student newspaper, and campus websites).

myCTState Alert Emergency Notification Systems

Ct State has an Emergency Notification System, (myCTState Alert), that focuses on emergency notifications in concert with a public safety response to avert threats and minimize the potential consequences of campus emergencies. Emergency notifications are sent to all segments of the campus community.

What to Expect

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the Ct State Community College Police will activate the following (unless doing so will compromise efforts to contain the emergency):

- External loudspeakers, tones, and voice messages (Whelen System)
- SMS Text/Voice messaging system (myCTState Alert / Everbridge System*)
- Computer alert system

*** All current employees and actively enrolled students are strongly encouraged to enroll in the myCTState Alert / Everbridge System. Individuals should go to [How do I Update myCTState Alert Information? \(edusupportcenter.com\)](https://edusupportcenter.com) to confirm their contact information and/or add additional contacts.**

myCTState Alert

Update your contact
information today!



Be notified of:

Campus Closings
Emergency Alerts
Late Openings/Early Dismissal
Road Work
Other Important Community News



What Should You Do and Why?

- Evacuate the building in case of a fire alarm or other specific instructions to do so.
- Otherwise seek shelter immediately in the nearest building away from doors and windows.
- Secure your area, lock doors and windows, close blinds, prevent the suspect from accessing victims.
- Only call 911 if you or others are in danger (Calling 911 for information prevents the receipt of emergency calls.)
- Do three things: remain calm, do not take unnecessary risks, follow instructions.

Time is of the essence in an emergency, and the police may not have or be able to convey much detail about the emergency. Therefore, initial messages will merely alert you that a particular type of emergency (e.g., crime or hazardous conditions) is taking place on campus. As soon as it is practical, additional information will be posted through the CT State Community College website or via the myCTState Alert / Everbridge system.

How are Notification Decisions Made?

When a situation is reported to CT State Community College Police, the department will immediately respond and investigate. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CT State Community College Police will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system; UNLESS issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

System Activation

The confirmation of a “significant emergency” and, therefore, the activation of the alert is generally the responsibility of the Chief of Police based upon the police response to an emergency and in consultation with the college president and incident commander in accordance with emergency response protocols. In other emergencies where the need for notice is less immediate, the decision to activate a myCTState ALERT will be made by senior management officials. Such alert messages may be more specific and may take advantage of other supplemental notification methods depending upon the situation.

When It's Over

Once the emergency has ended, a follow-up notification will be sent through the myCTState ALERT system.

Emergency Evacuation Procedures and Plan

Introduction

This Evacuation Plan that complies with the requirements of 29 CFR 1910.38, identifies procedures for:

- Evacuation,
- Emergency shut down,
- Evacuation rally points and headcounts,
- Safe distances,
- Places of refuge and shelter-in-place.

Evacuation Procedures

The decision to evacuate all or part of the campus will be made by the Chief of Police or his/her designee, in conjunction with approval from the President. If there is an immediate threat to lives, the on-scene Incident Commander may order an evacuation. If necessary, the CT State Police will give evacuation notices by activating fire alarms or by phone, radio, the myCTState emergency notification system, or by individual contact as the situation warrants. Anyone recognizing the immediate need to evacuate a building should do so by manually pulling a fire alarm and calling 911.

In the event of a building evacuation, students, personnel, and visitors should adhere to the following procedures:

1. Evacuate the building immediately. Exit routes in all buildings are marked with illuminated exit signs. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
2. Personnel should evacuate by means of the nearest available marked exit.
3. Upon evacuation, do not stop to take any belongings, etc. from the building. Use stairways and not elevators.
4. Staff in labs or in locations with power machinery should ensure equipment is placed in a safe condition prior to leaving. This should be done as expeditiously as possible and only if it can be accomplished safely.
5. When out of the building, stay at a safe distance from the building (at least 300 feet away) and out of the way of emergency personnel.
6. If you suspect that anyone is still inside the building, notify the emergency responders at the scene.
7. Stay upwind from smoke or chemical clouds.
8. Stay at a safe distance from the building until told to reenter or receive other directions from authorities onsite.
9. Stay with classmates, fellow employees, etc. so that a head count may be taken if necessary.
10. Follow any further directions authorities on site might give.

The local Fire Department and/or CT State CC Police will check the incident site to make sure everyone has evacuated. A decision to evacuate the campus may cause specifically trained employees to properly shut down certain operating equipment, according to established departmental procedures (and for employees, visitors, and contractors to leave the campus quickly and safely.)

Evacuation Routes

All personnel should take the step of advanced planning to learn where the exits are located in the building in which they normally work and should know two possible routes to exit the building. Students and personnel are in many different buildings during the day and may not be familiar with the nearest exits. Make note that the nearest exit may not be the main entrance to the building.

Faculty and instructors should become familiar with the locations of exits from the classrooms where they teach to inform their students of the nearest exits if an evacuation is ordered.

If a campus-wide evacuation is necessary, the employees and students will follow the directive issued by the Incident Commander. The directive should follow with instructions for: transportation and shelter in a safe place when necessary. Evacuation centers will provide only temporary shelter until the emergency is over.

People Needing Assistance

Personnel who cannot evacuate a building without assistance should seek the designated Areas of Rescue Assistance (offices, stairwells) and notify someone of your location by calling 911. In all buildings, the stair landings are a safe area.

Personnel needing assistance, who have disclosed this condition to the college, are listed in building locations according to where they live or work. Upon building evacuation, Police are alerted to the locations of these people and will respond accordingly.

Accounting for People During an Evacuation

A college poses a unique problem for accounting for all students and personnel in the event of an evacuation. The number of people in a building can change by hundreds in a period of minutes. To account for this, the following approach will be used to ensure the safety of staff, students, and visitors:

- Each department head or chairperson has been provided with a copy of the current list of all employees in his/her department, to be updated annually. This person is responsible for accounting for their employees and communicating with emergency response personnel.
- During an evacuation of a building, we encourage everyone to leave and notify emergency personnel if someone refused or was unable to do so.
- In classrooms and labs, the instructor should be the last one out of the room to ensure that all students have left.
- Instructors should direct their classes to the most expedient way of exiting the building and instruct them to move at least 300 feet from the building after exiting. After evacuating, the instructor shall remain with his/her class and communicate any pertinent information to emergency responders.

Once outside, it is the responsibility of all university employees to assist in moving people at least 300 feet from the building and to ensure that nobody remains around the exit.

Building Re-entry

Emergency response personnel will notify students and employees when the building may be re-entered. All employees should assist in ensuring that nobody enters the building until emergency personnel have given clearance command to re-enter the building. Many times, audible alarms are silenced to allow emergency personnel to communicate within the building. However, the silencing of alarms and flashing strobes are NOT a signal to re-enter the building.

Remember A.L.I.C.E.

Alert: is your first notification of danger. It is recognizing the signs of danger and receiving information about the danger from others.

Lockdown: If evacuation is not a safe option, barricade doors and cover windows to prevent intruder visibility. Prepare to evacuate or **Counter (create noise, movement, etc.)** if needed.

Inform: Communicate real-time information on shooter location. Use clear and direct language using any means of communication possible.

Counter: As a last resort, create noise, movement, distance, and distraction to reduce the shooter's ability to shoot accurately.

Evacuate: When safe to do so, run from danger using non-traditional exits if necessary. Rally points should be predetermined.

- Monitor the CT State website and MyCTState Alert notification system for updated information during an active incident.

Shelter in Place — Hazardous Materials (HAZMAT) Release

- If you are advised to or receive a notification to “Shelter in Place” for a HAZMAT incident, immediately seek shelter in the nearest facility.
- Close and lock all windows, exterior doors, and any opening to the outside.
- If possible, move to an interior room above ground floor with the fewest windows and vents.
- Do not leave the shelter area until authorized by fire or police officials.

Emergency Building Evacuation for People with Physical Disabilities

In the event of an emergency that may require a building evacuation, the following procedure is recommended:

- Call 911 and tell the dispatcher your location and remain where you are by sheltering in place. If you are unable to call 911, tell others about your location to inform emergency personnel.
- Have a sounding device, such as a whistle, to alert emergency personnel, and a small flashlight (cellphones work great).

Crime Prevention and Security Awareness

The CT State Community College Police Department works closely with the offices of Equity and Inclusion, Guided Pathways, Victim Advocacy and Violence Prevention to provide up-to-date and meaningful presentations to the community about crime prevention and security awareness programs on each campus. Each semester, the CT State Police or Public Safety provide information on prevention and awareness for staff and students. Additionally, information is provided each year during the New Employee Orientation and Student Orientation. Upon request, CT State Community College Police Officers may be available for class presentations on many public safety and awareness topics, such as:

1. Campus Safety
2. Drug / Alcohol Abuse
3. Sexual Assault Awareness on Campus
4. Domestic Violence
5. DUI Laws and Enforcement
6. Vandalism
7. Bicycle Safety
8. Date Rape Drugs and Other Drugs

Crime Analysis

On an ongoing basis, the Police Department monitors and analyzes reports of all crime on campus and, according to the results of that analysis, modifies will modify its patrols and coverage in the more needy areas.

Safety Escorts

Concerned students, faculty and staff can request to be escorted on campus by contacting the following: Public Safety Guards, Building and Grounds Officers or CT State Community College Police Officers.

ID Cards

All students, faculty, and staff are issued photo ID cards, which they are required to possess and must show upon request. If you have not received your CT State Community College ID card, please visit your Public Safety office to request one. The IDs can be used at any of the CT State Community College locations.

Security and Access to Campus Facilities

All Administrative buildings are secured at the end of the business day and academic buildings are secured after the evening classes have concluded. After hours, access is only granted with authorized key access or by the CT State Community College Police Department. Some campus-sponsored programs may be open to the public,

while others are restricted to students and staff with a valid CT State ID. All visitors that enter a CT State Community College Campus building may be required to present a form of identification, for safety and security.

Facilities Upkeep: Facilities and grounds are maintained with safety in mind. The Facilities Department inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards such as broken windows and locks. The Grounds Crew of the Facilities Department regularly monitors and responds to problems in landscaped areas of campus that may cause a safety hazard, for example shrubbery that impedes lighting.

Access Control and Security Cameras: The College has and is in the process of its continued investment in technology in the form of electronic access control and closed-circuit television cameras which includes plans to replace all analog cameras over the coming years as funding becomes available with infrared (IR), internet protocol (IP) and wireless IP cameras. Each campus' needs are significant and require unique attention for cameras and access control.

Student Responsibilities and Crime Prevention

The cooperation and involvement of students in a campus safety program is absolutely necessary. The potential for problems is reduced when students follow sound safety-oriented practices. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple commonsense precautions. Look out for one another and be good citizens. Below are some helpful hints to help you reduce the chance of becoming a crime victim.

Remember, you are part of the "security environment" at the CT State Community College. If you do not engage in safe practices, you place yourself and others at great risk.

- Lock your door when you leave and take your keys with you, no matter how long you will be gone. It only takes a few seconds to become a "victim."
- Do not prop open doors.
- Do not open doors for strangers. All visitors and students should enter the campus at the available welcoming areas. "Exit Only", doors should never be used to "let people in".
- Use only the authorized exits, except in an emergency.
- Keep wallets, purses, checkbooks, and jewelry out of sight and locked up if possible. Do not keep large sums of money on hand and routinely check your checkbook to see if any checks are missing.
- Keep a record of all your valuable items, noting description, serial number, and approximate value of the items. In some cases, you should consider taking pictures of them. These records should be kept in a secure location. Also, keep a copy with your parents or in another location.
- Do not leave valuables in your vehicles; particularly electronic devices such as cellphones, laptops, etc.
- Lock your car!
- Do not use your identity to allow a stranger into the residence halls.

- Report any suspicious person or activity to the CT State Community College Police or call 911 (emergency only).

Student Conduct

- Students have the same responsibility to obey the law, on and off campus, as any other citizen.
- Misconduct by anyone may violate either a student code of conduct policy or the law, or both.
- Misconduct that is only a violation of campus policy may subject one to campus disciplinary processes, e.g., the [Student Code of Conduct](#). You may view the entire Student Code of Conduct and/or the Student Handbook by clicking on the website: <https://ctstate.edu/uploads/Forms-Documents/CTS-Student-Handbook.pdf>.
- Misconduct, that is a violation of the law, may subject one to arrest and prosecution, AND if the law violation is ALSO a violation of the Student Handbook Policy, the college may take administrative action as well.

Drugs and Alcohol

The CT State Community College has a strong commitment, not only to a safe campus, but to an environment that supports the development of healthy lifestyles. CT State Community College regards the abuse of drugs and alcohol as inappropriate behaviors that are inconsistent with the goals of the college. In support of this view, the college has promulgated restrictive policies regarding the possession, use and sale of drugs or alcohol on campus. Education and counseling programs support these policies. The policy statements related to alcohol and other drug abuse may be found in the [Student Handbook](#)

The underage use of Cannabis and Alcohol are illegal !!

Alcohol and Drug Education

Please see the Student Handbook section related to this topic at: Alcohol and Other Drug Information (pg. 100). The Student Handbook can be accessed by clicking on the link [Student Handbook](#).

Weapons

The possession or use of firearms, fireworks, dangerous weapons, or unauthorized chemicals is strictly prohibited and, in many cases, also violates state or federal law. Other restricted items include toy guns and splot guns.

Sexual Violence

Sexual violence encompasses dating violence, domestic violence, sexual assault, and stalking, and continues to be of great concern on campuses nationwide. CT State Community College wants you to know first and foremost, that any form of sexual violence **is a crime**. The CT State Community College Police will vigorously investigate all reported sexual violence and will work closely with victims, victim service agencies, other law enforcement agencies and the prosecutor's office to bring perpetrators to justice.

Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking

In any emergency, call 9-1-1. If no immediate emergency exists and the assault...

- Occurred off campus, contact local police for assistance. (At your request, the CT Community College Police will assist anyone in contacting appropriate officials.)
- Occurred on campus, notify CT State Police or Campus Security.

If you become a victim of a sexual assault, you should seek medical attention immediately. Do not wash, eat, use a restroom, bathe, douche, change your clothes or straighten up the area where the attack occurred. Call the Police, Sexual Assault Crisis Service, or go to a hospital emergency room. Why? Because sexual assault is one of the only crimes in which the victim's body is also the crime scene. If a victim does not take these precautions, evidence of the crime may be lost.

Time is of the essence. Medical evidence needs to be collected within 120 hours of an assault in case you decide – now or later – to press charges. Victims / Survivors may seek medical attention and evidence collection without reporting to police at that time. Collecting the evidence keeps your options open.

If you are still wearing the clothing you had on during the assault, take a change of clothes with you to the hospital, as your clothes may be needed for evidence. If you have already changed, the clothes worn during the assault will be needed at the hospital. **Do not transport the clothes in plastic bags or containers.** To preserve the evidence, use clean paper bags, clean sheets, or a clean pillowcase to wrap your items.

Do not keep the incident bottled up inside you; seek help from a support group and talk about it. You have the right to report all cases of sexual assault to the Police even if you do not wish to press charges. The information you provide to the Police may be helpful in preventing further attacks and even lead to the arrest of the offender. The most important point to remember is to get the medical attention and the support you need.

Q. Why Report? A. Because reporting preserves your options.

Because sexual assaults seldom occur with witnesses present, physical evidence may be crucial in helping to establish the facts of the case, link a suspect to the crime, and may be helpful in obtaining a protective order. Therefore, to the extent possible, the scene of the assault should be preserved for the Police, and you should seek medical attention before bathing.

If you choose to report the matter to the Police, either directly or with assistance, they will begin their investigation immediately. This will maximize their chances of gathering the amount of evidence necessary to justify an arrest and conviction of the suspect. If you change your mind after making an initial report, the police will not compel you to proceed. Conversely, if you elect not to report the matter to the police initially, but change your mind later, you may do so. However, while the police will do their best, delays in beginning the investigation may result in the loss of physical evidence or otherwise diminish the ability of the police to establish the level of proof necessary to either arrest or convict a perpetrator.

Reporting Options / Protective Measures

While the university encourages victims to report crimes to the police, this is a very personal decision. Some find it more comfortable to first seek medical attention and/or counseling or mental health services. HELP is AVAILABLE in the form of professional assistance in accessing and utilizing campus, local advocacy, counseling

and health services, (including mental health). Regarding the issue of confidentiality, the CT State Community College Police Department will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations. The College will preserve the confidentiality of those who fully report sexual misconduct possible and allowed by law. College employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

It is important to note that the Office for Equity and Inclusion, Office of Student Rights and Responsibilities, and CT State Community College Police processes are separate. You have the right to file reports with all, one, or none of the systems. CCSU's Office of Victim Advocacy and Violence Prevention can provide information on options and can assist you with making reports.

Mental Health and Wellness

Navigating college responsibilities while balancing the demands of life can be a challenge. Many college students often find themselves feeling overwhelmed and struggling to cope. These stressors can interfere with your ability to be academically successful. A licensed Wellness Counselor will help you identify your current stressors, assist you in developing healthy coping skills and connect you to additional resources.

Mental Health and Wellness staff are here to create an inclusive environment to provide equitable mental health support and wellness services to all CT State students.

- ✓ Crises Response
- ✓ Wellness and Prevention Programming
- ✓ Emotional Support in an Accessible, Safe, Judgement-Free Space
- ✓ Coordinated Referrals for More Immediate or Specialized Care Within the Community
- ✓ Free, Confidential, Short-Term Case Management and Counseling Services
- ✓ Advocacy for Mental Health Policies and Initiatives

For more information and how to schedule an appointment visit: [Mental Health Counseling and Wellness Services \(https://ctstate.edu/wellness\)](https://ctstate.edu/wellness)

Medical Leaves of Absence

In accordance with House Bill 6402, PA Act 21-132: An Act Concerning Higher Education Sec. 6 (2), CT State is committed to supporting students' health and well-being and promoting an equitable approach to student support and wellness.

The terms "health" and "wellbeing" include, but are not limited to, medical, psychological, and emotional diagnoses. Students may experience medical and/or mental health situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students can request a voluntary Medical Leave of Absence to seek treatment. CT State's Medical Leave of Absence procedures, including the potential financial and academic impact of such leaves and return protocols, are currently under development.

Support services and programming for students, including resources available for crises, can be found in multiple locations on campuses, including print and electronic listings.

For further information about seeking a medical withdrawal and/or refund for medical reasons, please visit the Medical Withdrawals and Refunds section of this Handbook.

TimelyCare

CT State Community College has partnered with TimelyCare to make mental telehealth counseling free and available to all students. TimelyCare will help supplement our current on campus Mental Health and Wellness services.

Go to TimelyCare to create an account with your school (.edu) email address, or students can sign up/register for an account by downloading the TimelyCare mobile app to begin seeing providers.

TimelyMD will provide key services to our community. Free services available to students 24/7 from anywhere in the U.S.:

- TalkNow: 24/7, on-demand mental health support to talk about anything.
- Scheduled Counseling: choose a time and date to meet with a licensed counselor.
- Medical: scheduled and on-demand support for common health issues (cold, flu, etc.)
- Health Coaching: work on improving healthy lifestyle behaviors (body image, meal planning, sleep issues, etc.
- Documentation for some diagnosed disabilities
- Basic needs support through a Care Team

Additional Resources

- **IN IMMEDIATE DANGER:** Call 911
- **Suicide and Crisis Lifeline**
In crisis, call 988 for immediate mental health support
- **Crisis Text Line**
Get Help Now: Free, 24/7, Confidential – Text START to 741-741
Text STEVE to 741-741 for a culturally trained crises counselor
- **Call 211 for basic needs support and mental health services**
Visit <http://www.211ct.org/>
- **National Suicide Prevention Lifeline**
Chat now: [National Suicide Prevention Lifeline](#)
988 or 1-800-273-TALK (1-800-273-8255)
Veterans' Suicide Prevention Lifeline, then press 1
- **The Trevor Lifeline (Suicide Prevention for LGBTQ Youth)**
866-4-U-TREVOR (1-866-488-7386)
- **Treatment Referral Hotline (Substance Abuse)**
1-800-662-HELP (1-800-662-4357)
- **Connecticut Alliance to End Sexual Violence**
Call or Text 1-888-999-5545
In Espanol: 1-888-568-8332
- **National Sexual Assault Hotline**
24-hour online hotline: <https://ohl.rainn.org/online/> 1-800-656-HOPE (1-800-656-4673)
- **CT Domestic Violence 24-Hour Hotline**
Text CCADV or call CTSafeConnect: 1-888-774-2900
Visit ctsafecconnect.org
- **National Domestic Violence Emergency:**
Visit www.TheHotline.org
Call 1-800-799-SAFE (7233) or Text START to 88788
- **Connecticut Office of Victim Services**
Victim Advocate to help victims of crime – 1-800-822-8428
- **National Center for Victims of Crime**
Visit [National Center for Victims of Crime](#)
Victim Resource Center 1-855-4-VICTIM
- [JED Mental Health Resources](#)
(Student Handbook, pp 45-47)

Rights

Victim Rights: As a victim of sexual violence, you have the right to:

- Notify law enforcement of such assault or violence.
- Receive assistance from campus authorities in making any such notification.
- Request a protective order and/or apply for a temporary restraining order through the court or seek enforcement of an existing protective or restraining order.
- Seek changes in academic or working conditions in response to your victimization. Options will be considered on a case-by-case basis.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police, or to pursue criminal charges.
- Report the incident to the Title IX Coordinator.

Immediately following a crime, victims have rights, including the right to:

- Help in obtaining emergency care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after the arrest. Contact the clerk of the court to check on status, court date, and location.
- Timely disposition of the case after the arrest of an accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to the Office of Victim Services for crime-related financial assistance.
- Return of property that the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police, or to pursue criminal charges.

Sanctions

Sexual assault offenders, in addition to arrest and the full processes of the criminal justice system, may also be subject to the campus disciplinary system. This applies to both students and staff. For example:

- If the person who assaulted you is a student, you may seek disciplinary action against this person through the Office of Student Rights and Responsibilities.

- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office for Equity and Inclusion.

You may take these actions in conjunction with, or independently of, a criminal prosecution. The CT State Community College Police will assist you in this process as well. With respect to student offenders, procedures and penalties are enumerated on the following pages, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the complainant and the respondent to have others present during the hearing and to ensure that both are informed of the outcome of the proceedings including any sanctions that are imposed.

Protective Measures for Victims Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Options for Changing Academic and Working Arrangements.

Colleges and Universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing, or working situations as well as honoring lawful protective or temporary restraining orders regardless of whether the victim chooses to report to campus police or local law enforcement. Each BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence. Protective measures may also include no contact orders and interim suspensions.

Restraining and Protective Orders

The College cannot apply for restraining or protective orders on behalf of a victim. However, the Office of Victim Advocacy and Violence Prevention discuss with victims their right to apply for a restraining order or civil protection order. Depending on which applies to the situation, they can refer the individual to legal services in the event that there may be legal implications if pursuing a criminal case. The individual is also provided with a State of Connecticut Superior Court pamphlet titled, “Restraining Orders: How to Apply for Relief from Abuse” and are directed to the State of Connecticut Judicial Branch website regarding Civil Protection Orders (https://jud.ct.gov/forms/grouped/civil/civil_protect_order.htm).

Protective / Restraining Order Glossary (from https://jud.ct.gov/statistics/prot_restrain/)

- Family Violence Protective Order (section 46b-38c of the Connecticut General Statutes) is an order that is issued at the time of arraignment during a criminal proceeding. Usually, these orders are recommended by either the family relations office or in some cases the state's attorney's office. These orders are usually in effect from the date they are issued until the criminal case is sentenced and/or disposed of. In some cases, a protective order can be removed prior to the underlying case being settled.
- Standing Criminal Restraining Order (section 53a-40e of the Connecticut General Statutes) is an order that is issued usually at the end of a criminal case. These are lifetime orders and remain in effect until further order of the court. This order type is generally issued when it is a more severe criminal case.
- Restraining Order Application (section 46b-15 of the Connecticut General Statutes) is an application for a restraining order ex parte (immediate). It is given out at the clerk's office to people who come in for

relief from abuse in family cases. A Judge reviews the application and affidavit and decides whether or not to issue a restraining order relief from abuse. If one is issued, the application is then updated to an ex-parte restraining order. The Judge can also deny the ex-parte relief and issue an Order for Hearing and Notice Summons.

- Ex-Parte Restraining Order (section 46b-15 of the Connecticut General Statutes) is an order issued by the family court when someone has completed the restraining order application. The Judge has reviewed the application and affidavit and issues a temporary ex parte restraining order. A hearing date is scheduled, and the respondent must be notified. Generally speaking, this order is good for 14 days, or until the date of the hearing. (Hearings can be scheduled before the 14-day time limit).
- Restraining Order After Hearing (section 46b-15 of the Connecticut General Statutes) is issued after a hearing on an ex parte restraining order, or an Order for Hearing and Notice Summons. Again, this order type is issued out of the family court. Generally speaking, it is effective for 6 months from the date of the hearing. A victim / applicant can request that the restraining order after the hearing be extended when the 6 months are about to run out. They must file a motion to extend and the respondent must again get notice.

The CT State Community College Police Department and Public Safety will keep protective and restraining orders on file in accordance with State regulations. Any victim / survivor of sexual assault, dating violence, domestic violence, or stalking is strongly encouraged to contact the CT State Community College Police Department to verify that they have received a copy of any protective or restraining order filed on their behalf from the court.

The Offices of Victim Advocacy and Violence Prevention, Equity and Inclusion, Student Rights and Responsibilities, and Division of Student Affairs will work together with victims / survivors to help ensure their safety, work, and academic statuses are protected, pending the outcome of any formal investigation. Financial aid at CT State consists of federal and state funds that are used to assist our students with their educational costs. These funds can be used to assist our students if they are Title IV eligible.

The CT State Community College will also make every effort to protect the victim's personal identifiable information (PII) and share only with people who have a specific need to know such as CT State Police who may be investigating the complaint. Any accommodation or protective measures would be kept confidential as well.

Sex Offender Notification

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of how you may obtain information about registered sex offenders who may be present on campus. This registration information is accessible to the public online at:

https://www.communitynotification.com/cap_office_disclaimer.php?office=54567

To report a Title IX incident at CT State Community College Office for Equity and Inclusion (All complaints)

Dr. John-Paul Chaisson-Cardenas
VP of Diversity, Equity & Inclusion
jchaisson-cardenas@commnet.edu
[860-612-7056](tel:860-612-7056)

Campus DEI / Equity Coordinators	
Asnuntuck	Joseph Berenguel Room 113, (860) 253-3140 joseph.berenguel@ctstate.edu
Capital	Carl Guerriere Room 314G, (860) 906-5195 carl.guerriere@ctstate.edu
Gateway	Licella Arboleda, Ed. D., LPC, NCC Licella.arboleda@ctstate.edu
Housatonic	Dr. Alison Williams, Room B278A (203) 332-5175 alison.williams@ctstate.edu
Manchester	K. Umesh Vig, Room L-286, (860) 512-3206 kunwarumesh.vig@ctstate.edu
Middlesex	Dr. Nutan Mishra, Ph.D. SNOW 509, 100 Training Hill Road, Middletown, nutan.mishra@ctstate.edu
Naugatuck Valley Danbury	Dr. Antonio R. Santiago, MS 750 Chase Parkway, Waterbury, (203) 575-8260 antonio.santiago@ctstate.edu
Naugatuck Valley Waterbury	Ms. Sohair Omar 750 Chase Parkway, Waterbury, (203) 575-8260 antonio.santiago@ctstate.edu
Northwestern	Ms. Megan Vo Admin Building, Room 105, (860) 738-6333 megan.vo@ctstate.edu
Norwalk	Ms. Pracilya A. Titus / Ms. Karla Smith Room E104, (203) 857-6822 pracilya.titus@ctstate.edu
Quinebaug Valley	Dr. Tanaya M. Walters, Ed.D. Room E233, (860) 932-4184 tanaya.walters@ctstate.edu
Three Rivers	Kem Barfield. Ed.D Room C216, (860) 215-9433 kem.barfield@ctstate.edu
Tunxis	Ms. Sydney Lake 100 Building, Room 1-096, (860) 773-1644 sydney.lake@ctstate.edu

Campus Deputy Title IX Coordinators	
Asnuntuck	Dawn Bryden, Ed.D. Room 101, (860) 253-1277 dawn.bryden@ctstate.edu
Capital	Dr. Kelly Hope Room 213, (860) 906-5315 kelly.hope@ctstate.edu
Gateway	LaRue A. Pierce, Ed.D. Room N200 (New Haven), (203) 285-2210 larue.pierce@ctstate.edu
Housatonic	Joshua Williams, Ed.D. Lafayette Hall – Room 118, (203) 332-5108 joshua.williams3@ctstate.edu
Manchester	Trent “TJ” Barber, MS Student Service Building, Room L287, (860) 512-3203 tj.barber@ctstate.edu
Middlesex	Sara Hanson, Ed.D. Founders Hall, Room 122, (860) 343-5883 sara.hanson@ctstate.edu
Naugatuck Valley	Sarah E. Gager, MBA Kinney Hall, Room K509, (203) 575-8086 sarah.gager@ctstate.edu
Northwestern	Megan Vo Founders Hall, Room 102 (860)738-6335 megan.vo@ctstate.edu
Norwalk	Ruben Barato, PhD. Room E216, (203) 857-3368 ruben.barato@ctstate.edu
Quinebaug Valley	Tanaya M. Walters, Ed.D. Room E233, (860) 932-4184, tanaya.walters@ctstate.edu
Three Rivers	Rebecca Kitchell, Ed.D. Room C131, (860) 215-9240, rebecca.kitchell@ctstate.edu
Tunxis	Sydney Lake 100 Building, (860) 773-1644, sydney.lake@ctstate.edu

In addition, the CT State Office of Diversity, Equity, and Inclusion (<https://ctstate.edu/dei>) is your initial point of contact for issues and complaints, to include those related to accommodations / academic adjustments, harassment, discrimination, sexual harassment, sexual assault, stalking or intimate partner violence. (CT State Student Handbook, pp 98-99)

CT State Community College Police Department

(All criminal complaints) The CT State Community College Police have a responsibility to uphold and enforce the law even if the victim does not want to make a complaint and/or participate in the process. As a result, once a report is made to the police, they have a duty to investigate the matter to the fullest extent possible. This does not mean that a victim will be forced to participate in either a police investigation or a criminal prosecution. In addition, the CT State Community College Police will notify appropriate campus officials such as the Division of Student Affairs, the Human Resources Department and the Office for Equity and Inclusion.

CT State Community College Police Department
185 Main Street
New Britain, CT 06051
860-612-7049

If you want to file a complaint against a police officer, please use the linked citizen complaint form.

<https://public.powerdms.com/CSC7143/documents/2734328> (English)

<https://public.powerdms.com/CSC7143/documents/2734327> (Spanish)

Both the English and Spanish version of the complaint form are also available at all CT State Community College Campus Police/Public Safety Offices, or by email request made to Deputy Chief Manuel Cotto at:
manuel.cotto@ctstate.edu.

Care Referral

If this is an emergency that requires medical, psychological or police services, call 911. Do not use this reporting form if an immediate response is required.

- If you believe that you or a CT State student would benefit from a support service connection, complete [this form](https://ctstate-advocate.symplcity.com/care_report/index.php/pid771833?) (https://ctstate-advocate.symplcity.com/care_report/index.php/pid771833?). Additional student services can be found by clicking this link. (<https://ctstate.edu/ss-links>).
- If you are concerned about a member of the college community or observe any behavior that may involve risks to the safety and security of the college community, complete a CARE Referral online (see links to campus CARE Referral submission).
- Submitting this CARE Referral does not result in an immediate response. Once a form is submitted, it will be reviewed by the College CARE Team for appropriate action.

If you want to speak with a Community Partner

YWCA Sexual Assault Crisis Services (Confidential)—888-999-5545 (English); 888-568-8332 (Español) (Both numbers are 24-hour hotlines)

Prudence Crandall Center for Domestic Violence (Confidential) 888-774-2900 (24-hour hotline)
CT Safe Connect Domestic Violence Crisis Hotline (Confidential) - online chat: ctsafecconnect.com
[To report an incident to an Outside Agency](#)

An individual has the right to file his or her complaint of discrimination against any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the College's Internal Discrimination Grievance Procedure.

1. The Connecticut Commission on Human Rights & Opportunities (All)

Capitol Region and Central Office 450 Columbus Boulevard, Suite 2 Hartford, CT 06103 Tel: (860) 566-7710	Eastern Regional Office 100 Broadway Norwich, CT 06360 Tel: (860) 886-5703
Southwest Regional Office 350 Fairfield Avenue, 6 th Floor Bridgeport, CT 06604 (203) 579-6246	West Central Regional Office Rowland Government Center 55 West Main Street, Suite 210 Waterbury, CT 06702-2004 (203) 805-6530

Complaints should be filed with the Commission on Human Rights and Opportunities no later than three hundred (300) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunity Commission (Employees)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000

Complaints should be filed with the Equal Employment Opportunity Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

3. State of Connecticut: Employee Grievance Procedure

Contact Human Resources Office or union representatives for Grievance forms and/or procedures.

4. U.S. Department of Education, Office for Civil Rights (Students)

Boston Office
Office for Civil Rights
US Department of Education 8th Floor
5 Post Office Square
Boston, MA 02109-0111
Tel: (617) 289-0111
Email: OCR.Boston@ed.gov

Sexual Assault and Interpersonal Violence Prevention Programs

CT State Community College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the *Clery Act*. Dating violence, domestic violence, sexual assault, stalking, and affirmative consent are defined in Connecticut as follows:

- There is no definition for “dating violence” in Connecticut law; however, dating violence is addressed and covered under the law for “domestic” or “family” violence outlined below.

“Domestic violence” is referred to as “Family violence” and defined in Section [46b-38a](#) of the General Statutes of Connecticut as follows, “means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members.” Verbal abuse or argument does not constitute family violence unless there are present danger and the likelihood that physical violence will occur.

“Family or household member” means any of the following persons, regardless of the age of such person: (a) spouses or former spouses; (b) parents of their children; (c) persons related by blood or marriage; (d) persons other than those persons described in subparagraph (c) of this subdivision presently residing together or who have resided together; (e) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (f) persons in, or have recently been in, a dating relationship.”

If any person is convicted of a violation of section [53a-59](#), [53a-59a](#), [53a-59c](#), [53a-60](#), [53a-60a](#), [53a-60b](#), [53a-60c](#), [53a-62](#), [53a-63](#), [53a-64](#), [53a-64aa](#), [53a-64bb](#), [53a-64cc](#), [53a-70](#), [53a-70a](#), [53a-70c](#), [53a-71](#), [53a-72a](#), [53a-72b](#), [53a-181](#), [53a-181c](#), [53a-181d](#), [53a-181e](#), [53a-182](#), [53a-182b](#), [53a-183](#), [53a-223](#), [53a-223a](#) or [53a-223b](#), against a family or household member, as defined in section [46b-38a](#), the court shall include a designation that such conviction involved family violence on the court record for the purposes of criminal history record information, as defined in subsection (a) of section [54-142g](#).

- “Sexual assault” shall include but is not limited to a sexual act directed against another person without the consent of the other person or when that person is not capable of giving such consent. Sexual assault is further defined in sections [53a-70](#), [53a-70a](#), [53a-70b](#), [53a-71](#), [53a-72a](#), [53a-72b](#), and [53a-73a](#) of the Connecticut General Statutes.
- “Stalking”, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm, or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.
- As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on- line community, or any other internet communication) or remaining in the physical presence of the other person.
- Stalking is further defined in sections [53a-181c](#), [53a-181d](#), [53a-181e](#), and [53a-181f](#) of the General Statutes of Connecticut.

- “Affirmative Consent” is defined in Section [10a-55m](#) of the General Statutes of Connecticut which says that affirmative consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person.

Other Helpful Links

www.knowyourix.org

Provides information on Title IX and student rights. Created by and for students.

<https://ctstate.edu/important-information/title-ix>

Links to CT State Community College Title IX policies and procedures and staff contact information.

<https://ctstate.edu/uploads/Forms-Documents/CTS-Student-Handbook.pdf>

Links to the CT State Community College Student Code of Conduct

Crime Data

The crime data is displayed in a format that mirrors what is required by the Department of Education and may differ from data reported under federal or state Uniform Crime Reporting (UCR) programs. The difference exists because the Department of Education requires the inclusion of information that is not reportable under the UCR programs. The data that is presented here includes all crimes reported to the CT State Community College Police and campus security authorities that occurred within all defined Clery geographic areas. This includes the CT State Community College campus, non-campus, and campus property. Crimes occurring on the streets immediately adjacent to CT State Community College and any occurrences at our headquarters building located at 185 Main Street, New Britain. New Britain also provides data. To give a broader picture of crime on campus and its immediate environment, this data also includes crimes committed at remote campus facilities as well as those occurring near the campus. Hate crime statistics, arrests, and/or referrals for campus disciplinary action are also included.

Pursuant to Public Act 21-184 *An Act Requiring the Reporting of Accidents that Resulted in Serious Physical Injuries or Death at Institutions of Higher Education*, effective July 1, 2021, we have included statistics noting the crime rate in relation to CT State Community College’s population as well as the number of any accidents which may have occurred and resulted in serious injury or death in the immediately preceding calendar year.

Definitions of Clery Reportable Crimes

Crime definitions from the *Summary Reporting System (SRS) User Manual* from the FBI’s UCR Program, as required by the Clery Act.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Criminal Homicide - Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide – Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime definitions from the *National Incident-Based Reporting System (NIBRS) User Manual* from the FBI's UCR Program, as required by the Clery Act.

Sexual Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- b) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- c) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Crime definitions from the *Hate Crime Data Collection Guidelines and Training Manual* from the FBI's UCR Program, as required by the Clery Act. *The UCR Program defines hate crime as a committed criminal offense that is motivated, in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity. For UCR Program purposes, even if the offenders are mistaken in their perception the victim was a member of a certain group, the offense is still a bias crime because the offender was motivated by bias.*

Destruction / Damage / Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation: To unlawfully place another person in reasonable fear of harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

Larceny-Theft (except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Definitions of Other Terms

Consent: Must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Non-campus Building or Property: (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution, or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On-Campus Property: (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Serious physical injury (as defined in CGS 53a-3): Means physical injury which creates a substantial risk of death, or which causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

Unfounded: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

Hazing

Connecticut State Colleges and Universities Hazing Prevention and Reporting Policy

The Connecticut State Colleges and Universities system is committed to fostering a safe, respectful, and inclusive environment for all students, employees and affiliated individuals. In alignment with this commitment, CSCU has adopted a comprehensive Hazing Prevention and Reporting Policy to address and eliminate hazing in all forms across its institutions.

The adopted policy, which became effective July 1, 2025, outlines clear definition, prohibited behaviors and institutional responsibilities to ensure accountability and transparency. CSCU aims to uphold the highest standards of conduct by promoting awareness, prevention programs and reliable reporting procedures. This policy applies to all CSCU students, employees and any third parties engaging in CSCU’s educational and employment programs and activities.

Policy Definitions

CSCU: Collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University, Connecticut State Community College, and Charter Oak State College

Hazing: Any intentional, knowing, or reckless act that causes or creates reasonable risk of physical or psychological well-being of individuals, regardless of the willingness of such persons, in connection with student organization including initiation, affiliation, membership, or maintenance of membership.

Risk: Potential for harm above the reasonable risk encountered during general participation in CSCU or the organization’s programs and activities.

Student Organization: an organization at a CSCU institution in which two or more of the members are students enrolled at CSCU institution, whether or not the organization is established or recognized by a CSCU institution.

Policy

- Hazing, in any form, is strictly prohibited at CSCU. This includes, but is not limited to:
- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;

- Causing, coercing, or otherwise inducing sleep deprivation exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts.
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation.

Reporting Hazing Incidents

All members of CSCU community are encouraged to report any hazing incidents promptly. Reports can be made through campus security, institutional police departments, student affairs, human resources or any other designated college or university officials. All reports will be addressed by appropriate officials in accordance with CSCU's policies and related procedures, including but not limited to, Student Code of Conduct and Code of Conduct for Regents, Employees and Volunteers.

Individuals identified as campus Security Authorities (CSA) at their institution under the Clery Act must report incidents of hazing to the appropriate campus contact responsible for compiling the Annual Security Report for the purpose of inclusion in the Annual Security Report.

Institutional Responsibilities

1. Hazing Response Procedures

All CSCU institutions must adopt and publish procedures related to hazing report response. These procedures must be consistent with this policy and minimally include how the institution will receive, review and investigate, when necessary, reports of hazing.

2. Prevention Programs

All CSCU institutions will maintain and promote hazing prevention programs. These programs will include primary prevention strategies, such as bystander intervention training and leadership development, to help prevent hazing before it occurs. Institutions must publish, and regularly maintain a list of related programming, including description of the events and programs and audience, demonstrating sufficient programmatic coverage for students and employees.

3. Campus Hazing Transparency Report

By July 1, 2025, all CSCU institutions will begin collecting information with respect to hazing incidents at the institution. When a reportable hazing violation occurs at CSCU institution involving an established or recognized student organization, that institution will prominently publish a Campus Hazing Transparency Report on its public website summarizing findings related to student organizations found in violation of hazing policies. The Campus Hazing Transparency Report must include:

- a. This policy and any related procedures;
- b. The name of such student organization;
- c. A general description of the violation that resulted in a finding of responsibility, including whether the violation involved the abuse or illegal use of alcohol or drugs, the findings of the institution, and any sanctions placed on the student organization by the institution by the institution , as applicable; and
- d. The dates on which:
 - The incident was alleged to have occurred;
 - The investigation into the incident was initiated;
 - The investigation ended with a finding that a hazing violation occurred; and
 - The institution provided notice to the student organization that the incident resulted in a hazing violation.
- e. The report will be updated twice a year or as required by law and will be maintained for at least five years consistent with all applicable record retention standard and laws.

4. Annual Security Report

CSCU institutions will collect and disclose statistics on hazing incidents as part of the annual security **report required by the Clery Act**, including incidents reported to campus security or local authorities. The data will be compiled in a manner consistent with the definition of hazing in this policy and will be updated as required. In addition to the hazing-related statistics, CSCU institution will provide a statement on its hazing policies, reporting procedures, and investigation processes in the annual security report.

Enforcement

This policy is enforced under Student Code of Conduct, and Conduct for Regents, Employees and Volunteers <https://www.ct.edu/policies/student-code-of-conduct>

CSCC Campuses	Physical Abuse	Psychological Abuse	Coersion- Criminal Violations	Hazing -Other	Hazing Deaths
Asnuntuck					
Asnuntuck 2024	0	0	0	0	0
Capital					
Capital 2024	0	0	0	0	0
Gateway					
Gateway 2024	0	0	0	0	0
Housatonic					
Housatonic 2024	0	0	0	0	0
Manchester					
Manchester 2024	0	0	0	0	0
Middlesex					
Middlesex 2024	0	0	0	0	0
Naugatuck Valley					
Naugatuck Valley 2024	0	0	0	0	0
Northwestern					
Northwestern 2024	0	0	0	0	0
Norwalk					
Norwalk 2024	0	0	0	0	0
Quinnebaug					
Quinnebaug Valley 2024	0	0	0	0	0
Three Rivers					
Three Rivers 2024	0	0	0	0	0
Tunxis					
Tunxis 2024	0	0	0	0	0

Clery Reportable Crimes 2020-2024

	Murder/ Non-Negligent Manslaughter	Negligent Manslaughter	Sex Offenses, Forcable	Sex Offenses Non-Frocible	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Domestic Violence	Dating Violence	Stalking	Liquor Law Arrests	Drug Arrests	Illegal Weapons Possession Arrests	Hazing
Asnuntuck Campus																
Asnuntuck 2022	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
Asnuntuck 2023	0	0	3	0	0	0	0	0	0	1	0	0	0	0	0	
Asnuntuck 2024	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0
Capital Campus																
Capital 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Capital 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Capital 2024	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Gateway Campus																
Gateway 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Gateway 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Gateway 2024	0	0	0	0	1	0	0	11	0	0	0	0	0	0	0	0
Housatonic Campus																
Housatonic 2022	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1
Housatonic 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Housatonic 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manchester Campus																
Manchester 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Manchester 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Manchester 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Middlesex Campus																
Middlesex 2022	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Middlesex 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Middlesex 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Naugatuck Valley Campus																
Naugatuck Valley 2022	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	
Naugatuck Valley 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Naugatuck Valley 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Northwestern Campus																
Northwestern 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Northwestern 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Northwestern 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Norwalk Campus																
Norwalk 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Norwalk 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Norwalk 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Quinnebaug Valley Campus																
Quinnebaug Valley 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Quinnebaug Valley 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Quinnebaug Valley 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Three Rivers Campus																
Three Rivers 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Three Rivers 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Three Rivers 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tunxis Campus																
Tunxis 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tunxis 2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tunxis 2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crime Offenses

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes include: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction / Damage / Vandalism of Property and are further broken down by the nature of the bias; which include, race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate crimes occurring on-campus, in residential facilities, on non-campus buildings or property, and on public property to include Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street would be included in the report.

[illegible]

Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. The 2022 reauthorization of VAWA extended current grant programs through 2027 and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence, and stalking, by including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

VAWA Definitions

The definitions listed below are for the purpose of complying with the requirements of CFR § 668.46 and CFR § 668.41. Any incident meeting these definitions is considered crimes for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** (i) A felony or misdemeanor crime of violence committed (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking:** (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition — (A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (B) *Reasonable persons* means a reasonable person under similar circumstances and with similar identities to the victim; (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



Clery Reportable Violence Against Women Act (VAWA) Crimes 2020-2024

	Domestic Violence	Dating Violence	Stalking
Asnuntuck Campus			
Asnuntuck 2022	0	0	0
Asnuntuck 2023	0	0	3
Asnuntuck 2024	0	0	0
Capital Campus			
Capital 2022	0	0	0
Capital 2023	0	0	0
Capital 2024	1	0	0
Gateway Campus			
Gateway 2022	0	0	0
Gateway 2023	0	0	0
Gateway 2024	0	0	0
Housatonic Campus			
Housatonic 2022	1	0	0
Housatonic 2023	0	0	0
Housatonic 2024	0	0	0
Manchester Campus			
Manchester 2022	0	0	0
Manchester 2023	0	0	0
Manchester 2024	0	0	0
Middlesex Campus			
Middlesex 2022	0	0	0
Middlesex 2023	0	0	0
Middlesex 2024	0	0	0
Naugatuck Valley Campus			
Naugatuck Valley 2022	0	1	0
Naugatuck Valley 2023	0	0	0
Naugatuck Valley 2024	0	0	0
Northwestern Campus			
Northwestern 2022	0	0	0
Northwestern 2023	0	0	0
Northwestern 2024			
Norwalk Campus			
Norwalk 2022	0	0	0
Norwalk 2023	0	0	0
Norwalk 2024	0	0	0
Quinnebaug Valley Campus			
Quinnebaug Valley 2022	0	0	0
Quinnebaug Valley 2023	0	0	0
Quinnebaug Valley 2024	0	0	0
Three Rivers Campus			
Three Rivers 2022	0	0	0
Three Rivers 2023	0	0	0
Three Rivers 2024	0	0	0
Tunxis Campus			
Tunxis 2022	0	0	0
Tunxis 2023	0	0	0
Tunxis 2024	0	0	0

OCTOBER is
Domestic Violence
AWARENESS
MONTH

A purple awareness ribbon graphic, which is a symbol for domestic violence awareness. It is a stylized ribbon that forms a loop and then extends outwards.

Campuses

CT State Campus Presidents 2025	
Kamari A. Collins, Ed.D	Housatonic
Cheryl De Vonish, J.D.	Norwalk
Mary Ellen Jukoski, Ed.D.	Quinnebaug Valley and Three Rivers
Sharale W. Mathis, Ed.D.	Capital and Tunxis
Joshua Moon-Johnson, Ed.D	Asnuntuck, Manchester and Middlesex
Michael Rooke, Ph.D.	Naugatuck Valley and Northwestern
Shiang-Kwei Wang, Ph.D.	Gateway
Executive Leadership	
Christina Royal, Ed.D	Interim President, CT State Community College
John-Paul Chaisson-Cardenas, Ph.D., M.S. W.	Vice President, Diversity, Equity and Inclusion
Karen Hynick, Ed.D.	Acting Provost and Vice President, Academic Affairs, Student Affairs and Workforce Innovation.
Kerry A. Kelly	Vice President, Finance and Administration Chief Financial Officer
Anna Krupitskiy, J.D., LL.M., SHRM-SCP	Vice President of Human Resources
Troy A. Miller	Vice President of Enrollment Management
Tom Yelich	Chief of Staff
Deans	
B.L. Baker	Liberal Arts and Education
Salvador Bondoc	Nursing, Allied Health and Human Services
Michelle A. Coach, Ed.D.	Science, Technology, Engineering and Mathematics (STEM)
Nancy Prather-Johnson, MBA	Business and Professional Studies

Guided Pathways Staff

Guided Pathways Staff			
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Asnuntuck Campus



Emergency Procedures

Emergency Response Procedures

The initial and primary source for all emergency information is the Associate Dean of Student Development, (860-253-3020 or 860-253-1277). While the Associate Dean of Student Development may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Associate Dean of Student Development will:
 - a. Ensure that the appropriate alarms have been activated (fire, radio, the Emergency Broadcast Messaging System & Notification System) to alert the campus community of approaching / imminent danger.
 - b. Notify city and county emergency personnel as needed.
 - c. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of college or private property.
 - d. Notify the President of the emergency / disaster.
2. The Associate Dean of Student Development will take the immediate steps necessary to intervene in an emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, and other key staff as appropriate.

Asnuntuck Community College tests the emergency response and evacuation procedures at least one time each semester during day and evening classes. These tests include building evacuations, secure schools, and shelter-in-place exercises. Printed material with instructions for each of these scenarios are available in every classroom and are emailed to all faculty and staff. Weekly tests of the PA system and the recording capabilities of the video recording system are conducted every Friday morning. Operational tests of the exterior emergency call boxes are conducted once a month with the Enfield Police Department.

Evacuation Procedures

Evacuations of all or part of the campus grounds will be announced by the President and/or the Associate Dean of Student Development. All persons are to immediately vacate the area in question. Instructors and their designee are responsible for assisting persons with disabilities.

Building Evacuation

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm or an Emergency Broadcast message will amplify from all campus phones / PA system. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

MAIN BUILDING

First Floor-Front Hallway
Second Floor-Front Hallway

First Floor-Back Hallway
Back Hallway

Tower Lobby

ASSEMBLY POINT

Front Lawn of Campus (across parking lot)
Front Lawn of Campus (across parking lot)

Back Lawn-Behind Building #2 | AMTC Second Floor-
Back Lawn-Behind Building #2 | AMTC

Front Lawn of Campus (across parking lot)

ADVANCED MANUFACTURING

All AMTC areas

ASSEMBLY POINT

Back Lawn-Behind Building #2 |AMTC

The most important point is to leave the building as quickly as possible and gather in a location as far away from the building as possible.

In the event of an emergency (Fire or medical):

- Call 911.
 - Give specific location and any possible information.
 - If the emergency is a fire or chemical spill / gas leak, pull the nearest fire alarm.
 - Alarms and fire extinguishers are generally located near each exit.
 - Familiarize yourself with the location of the exits and extinguishers.
 - Immediately notify the Information Desk: 860-253-3012.
 - Inform Associate Dean of Student Development's Office: 860-253-1277/3020.
1. Elevators will not be used during the emergency; therefore, proceed as follows:
 - a. Move quickly, without running to the designated area posted near the door of each room.
 - b. Close all doors after exiting the room or office.
 - c. Move away from buildings to facilitate the maneuvering of emergency vehicles.
 - d. Guide, assist, and command, if necessary, to ensure proper evacuation.
 2. Disabled Persons
 - a. Course schedules for all students and staff with mobility issues will be kept in appropriate administrators' offices so that the individual's scheduled location will be available to fire and other emergency personnel.

- b. Course schedules of mobility restricted / disabled students will be distributed to the following offices:
 - i. President's Office
 - ii. Student Development
 - iii. Campus Security Desk
- c. Whenever possible, disabled individuals will be notified prior to fire drills so that they can use the elevator to leave the building.
- d. In those building areas where direct evacuation through self-help by the disabled individual is possible, the first available staff person is requested to assist the disabled person with evacuation.
- e. All personnel can assist the physically impaired by walking slowly by the individual's side, especially down the stairs.
- f. At each building location where a wheelchair or other mobility restricted student is unable to evacuate the building, a fire evacuation location at the top of each stairwell will be designated for the individual to go to and await assistance from the fire emergency personnel.
- g. The fire evacuation locations will be filed with the local fire department, local fire marshal, and state and local agencies.
- h. In those areas where evacuation by fire emergency personnel is required, a staff member is requested to wait with the disabled individual to aid in the evacuation.
- i. Disabled individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel.
- j. The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible:

Main building:

- Second Floor-All five stairwell landing areas on the second floor.
- First Floor-All five first floor stairwell areas

Advanced Manufacturing Technology Center:

- Foyers at each end of the main hallway

- 3. Emergency telephone numbers are posted by each classroom phone.
- 4. Emergency route charts are posted in the classrooms and offices.
- 5. Classrooms and offices are numbered both inside and outside for location identification purposes.

Capital Campus



Emergency Procedures

Emergency Response Procedures

The Campus has an Emergency Action / Response Plan that is reviewed and updated annually. The campus will make every reasonable effort to immediately notify the campus community of any incident on campus or the adjacent surrounding area where there is the immediate potential hazard to the health, safety and wellbeing of campus students, faculty, staff and visitors.

In the event of a weather-related emergency, evacuation may not be required. Instead, a recommendation may be made to take shelter in a designated area of the building and wait for further instructions. Severe weather closings and building evacuations will be evaluated based on the type of emergency, the imminence of the danger and recommendations from the appropriate State authorities.

Evacuation Procedures

Capital's Campus is prepared for emergencies when an unforeseen situation threatens our campus community. Some emergencies may disrupt or halt campus operations or cause physical or environmental damage. In the event of an emergency that requires the evacuation of a specific area of the building or the entire campus, announcements will be made using the myCTStateAlert System and/or alarm / warning / public address (PA) systems, with important information about the situation affecting the campus, and if an evacuation is necessary. You may be directed to another campus location or asked to leave campus completely and relocate yourself to a safe designated area. When evacuations of the greater community around the College campus become necessary, local officials provide information to the public through the media.

If a campus evacuation is required, please consider the following important factors beforehand:

- Remain calm, take the stairs and keep moving toward the exit.
- Follow instructions.
- Do not take unnecessary risks. If you come across a coworker or student who needs help, call the Police or locate a Floor Captain, who (will be wearing a fluorescent vest).
- A few other considerations: Plan ahead to where you might need to go if an evacuation is necessary, so you are safely away from the campus. Take outer clothing (sweaters, coats, jackets, umbrellas, etc.) based on the weather. Take necessary personal items (wallet, house / car keys, cellular phones, etc.), in the event you are not re-admitted access to the campus.

Building Evacuations

Building evacuations will occur when an alarm sounds and/or upon notification by CT State Community College Police.

When the building evacuation alarm sounds, leave by the nearest marked exit and alert others to do the same.

- Assist individuals with disabilities, if you can

- Direct individuals who cannot leave the building to a Floor Captain, who in turn can direct them to an area of refuge or can remain with them until Police / Public Safety personnel can respond.
- Notify first responders of the location of anyone left in the building.
- Absent the presence of either a Floor Captain or Police / Public Safety personnel, individuals with disabilities should use 911 to report their location in an actual emergency (not an evacuation drill).

Go to designated areas as directed by college personnel.

- **Do not return to the building** until authorized by Police / Public Safety with an “ALL CLEAR”.

Evacuation of all or part of the campus grounds will be announced by the CT State Community College Police. When an evacuation is called for, all persons (students, staff, faculty and visitors) are to immediately vacate the designated area in question or entire campus and relocate to a safe off-site / off-campus area as directed.

Gateway Campus



Emergency Procedures

Emergency Response Procedures

During orientation, students are informed of services offered by the CT State Community College Police and Public Safety Department. An oral presentation outlines ways to maintain personal safety and security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees through the Employee Manual. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year, the City of New Haven Police, in cooperation with other College organizations and departments, presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and security.

- Lock down / active shooter drills are done once a semester.

- Fire drills are done once a semester.

Overview of Ingress / Egress

There are seven main points of entry and exit at Gateway Community College. All seven entrances are staffed by contracted Security Officers who are not armed. Gateway recognizes the following entrances:

- The South Building main entrance is located on George Street just west of Church Street.
- The North Building main entrance is located at the corner of George Street and Church Street,
- North Building main entrance Church Street and Crown Street
- There are two entrances from the Gateway garage 1st and 3rd floors.
- There is also an Early Learning Center entrance, in our South Building which is located on Temple Street just south of George Street and is exclusively for parents dropping off or picking up their children.
- The entrance for vehicles entering into the Gateway Community Garage is located on Crown Street just west of Church Street.

The Higgins Identification system "People Track" has been updated to the point that all faculty, staff and students attempting to enter the building must place their I.D. on the identification reader. This system allows the CT State Police / Public Safety to know whether the student is currently enrolled or if the person is no longer a student at the college. If there is a student that has been banned from the college or has a court order against another person, the People Track will flag them prior to entering. It is extremely important to notify the CT State Police / Public Safety if you have a Restraining Order or Protective Order against another student. The state-of-the-art equipment allows us to keep track of the people entering the college.

General Evacuation Procedures

In the event of an obvious emergency (fire, gas leak, certain types of bomb threats, HAZMAT, etc.) requiring immediate evacuation of the campus, the fire alarm alert system will sound consisting of an audible horn and visual strobe alarm with automated verbal notification. Announcements of the need to evacuate the building are typically made via the fire alarm notifier PA / Informacast system but may also be made over the emergency telephone notification system, via email, social media and through personal staff contact. Announcements will be made in English only.

Evacuation Plan

1. Everyone in the building must evacuate when an alarm sounds and/or upon verbal notification by authorized personnel.
 - All persons in classrooms should be directed to move in an orderly manner to the designated exits posted on the Emergency Action Plan located on the wall of the room's egress.
 - If time and safety permits, close all doors.
 - If your assigned exit is blocked, keep calm and look for the nearest exit.

- When you are outside, proceed to walk away from the building, and if able, make your way to the Knights of Columbus grounds (park area or rear parking lot) located directly across the street from the college on Church Street.
2. The Early Learning Center will evacuate to the Temple Street Garage.
- Gateway Garage will evacuate to the Crown Street sidewalk.
 - People with a physical / mobility disability, who cannot exit the building, should proceed to the nearest area of refuge and call 911. They shall wait for the emergency personnel to arrive and evacuate them.
 - The areas of refuge are as follows:
 - North Building: Stairwell G, behind fire doors floors 1-4, and lower level
 - South Building: Hallway Stairwell D, behind fire doors floors 1-4
 - Library: Stairwell J, behind fire doors floors 1-2
 - If you become trapped inside the building, stay near the floor and shout at regular intervals to alert rescue personnel of your location.
 - Stay together as a group. Notify 911 of any persons with a disability requiring assistance. If possible, to do so safely, have someone stay behind with people with disabilities until emergency personnel arrive.
3. Once evacuated:
- Stay out of roadways and areas utilized by emergency personnel.
 - Remain outside of the building until the security staff authorizes re-entry.

Response Time for Emergency Services

The expected response time for the New Haven Police Department and New Haven Fire Department is 3-5 minutes which is not considering a weather related happening or any manmade simultaneous disaster. Additionally, the average response time for the Connecticut State Police is twenty-five minutes according to the recent security assessment by Elert and Associates.

Housatonic Campus



Emergency Procedures

Emergency Response Procedures

During spring and fall orientation, students are informed of services offered by the CT State Community College Police Department / Public Safety. Students are made aware of the campus crime report as well as how to be safe on the campus and parking garage and how to protect belongings. At the beginning of the fall semester all registered students are notified by electronic mail of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page. Employees of the college are notified by the campus electronic mail system of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page.

The CT State Housatonic Campus also participates every year in a city wide "Health Fair where exhibitors on campus present information and provide resources in the areas of alcohol and drug abuse.

Through Student Affairs / Student Activities / Student Clubs, many safe, substance-free alternative activities are provided for students. Information is available in the Student Services area located on the third floor of Beacon Hall. Throughout the fall and spring semesters awareness programs are also offered through the Women's Center located in room 371 Beacon Hall, as well as the Men's Center, located in Beacon Hall, room 326. Counselors from the Student Affairs / Counseling Center are available to advise and refer students who are in need of local resources in the area of alcohol and other drug abuse.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their responsibility for their own security and the security of others. Periodically the college will run crime prevention and awareness bulletins on the in-house TV monitors and reader boards, as well as posting them on kiosk displays. When time is of the essence, information is released to the college community through security alerts posted

prominently throughout the campus, through computer memos sent over the college's electronic mail system, and a voice mail / broadcasting system. The college does not offer formal programs regarding crime prevention.

Criminal Activity off Campus

The CT State Community College / Public Safety Department does not provide law enforcement service off-campus. Criminal activity off campus is monitored and recorded by the Connecticut State Police, Bridgeport, Derby, and Milford Police Departments. The CT State Housatonic Campus does not have officially recognized student organizations that control facilities outside of the Housatonic core campus, therefore local police department is not used to monitoring and recording criminal activity for non-campus locations of student organizations. Student Affairs and the CT State Community College Police Department enjoy a close working relationship with the Connecticut State Police, Bridgeport, Derby, Danbury and Milford Police Departments when violations of federal, state, or local laws are reported. This cooperative team approach addresses situations as they arise as well as future concerns. Crime statistics from the various off campus sites are gathered yearly and included in the campus crime statistics portion of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

Access and Security

During business hours, the Housatonic Campus will be open and accessible to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the CT State Community College Police / Public Safety. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Over extended breaks, the doors will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the library, bookstore, gallery, and cafeteria. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

The Ct State Community College Police Department and security conduct routine patrols of the campus and parking garage to evaluate and monitor security related matters.

Security Considerations Used in the Maintenance of Campus Facilities

The Housatonic Campus maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. The parking garage and pathways around the campus are illuminated. Areas that are revealed to be problematic have security surveys conducted of them. Administrators from the Dean of Administration's Office, Facilities and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Associate Dean of Campus Operations meets regularly with the supervisors of the CT State Community College Police Department and Building Maintenance to discuss issues of pressing concern.

Evacuation Plan

In the event Lafayette Hall, Beacon Hall or both must be evacuated, notification may be made by activating the college's fire alarm system, Informacast, myCTState Alert, social media, etc. All people in classrooms / offices should exit the building as quickly but efficiently as possible. It is recommended that you:

- Make sure your contact information is updated with myCTState Alert.
- Be familiar with the evacuation route from the classroom / office you are in.
 - This can be accomplished by viewing the maps and directions located above the door.

- It is very important to follow the listed evacuation route as designated to avoid overloading any one spot such as the “B” Door.
- Make sure you are aware of a secondary route should your primary route not be available.
- ***Do Not Use the Elevator.***
- Faculty / Staff should assist students in evacuating the building and move across the street from the college property.
- Assist any disabled or challenged persons to the nearest stairwell.
 - Stairwells are designated “areas of refuge” which are fire rated for this purpose.
 - Two-way communications are available in all refuge areas. Inform CT State Community College Police / Public Safety by using the intercom in the stairwell.
 - Evacuation personnel will respond to assist.
- Once you have exited the building proceed to the designated area outside of the building, at least across one of the streets from the campus. Remain there until you are notified as to the next course of action.

Manchester Campus



Emergency Procedures

Emergency Response Procedures

In the event that a situation arises, either on or off campus, that, in the judgment of the Police Chief, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. Depending upon the situation, the media used may include: “All Points” e-mail to faculty and staff; Blackboard Vista messages to students; the Manchester Campus; myCTState Alert; social media; written notices on campus monitors; and in-person warnings from police personnel.

Anyone with information warranting a timely warning or campus alert should report the circumstances to the CT State Community College Police by calling 860-512-3680 or in person at L-170.

Emergencies

To report a crime or an emergency on campus, dial 23111 from any campus phone. 23111 is the direct emergency line to the CT State Community College Police Department Communications Center.

Emergency telephones are strategically located throughout the college campus. These blue phones are directly connected to the police communications center. A call on a blue emergency phone also activates the blue strobe light at the telephone.

If you dial 23111 or use an emergency phone, the dispatcher can locate the phone from which you are calling and will dispatch a police officer. If there is a fire and no telephone is immediately available, activate one of the fire alarms located throughout the campus and call 911.

When the CT State Community College Police Department personnel are not on duty, the 23111 line, and all emergency phones are connected directly to the Town of Manchester's 911 Center.

Non-Emergencies

For non-emergency calls for assistance, call the CT State Community College Manchester Campus Police at 860-512-3680 (23680 from campus phone). The CT State Community College Police Communications Center is located in the SSC Building – in room L174.

Access To and Maintenance of Campus Buildings and Grounds

The CT State Manchester Campus is located in the southwest corner of the Town of Manchester. It is an open campus situated on approximately 72 acres of a 160-acre tract. It has eleven buildings (Student Services Center, Learning Resource Center, Art Science Technology Center—SBM Charitable Foundation Building, Great Path Academy (High School), six single story "Village" buildings, and a Maintenance garage). The campus has approximately three miles of roadway, two miles of walkways, and six parking lots.

Buildings are patrolled and checked by CT State Community College Police Department personnel who are equipped with two-way radios and have communications capabilities with the Town of Manchester Police and Fire Departments.

The college is open to the following schedule: <i>(*subject to change based on the operating needs of the college)</i>	
Monday	7:00 – 10:00*
Tuesday	7:00 – 10:00*
Wednesday	7:00 – 10:00*
Thursday	7:00 – 10:00*
Friday	7:00 – 8:00*
Saturday	7:00-3:00*
Sunday	CLOSED*

For All Staff, Faculty and Students in the Event of an Emergency

- Respond as directed by alarm system or direction from people who are in control.
- Do not question whether an alarm or warning is false or actual, simply evacuate.
- Comply with instructions provided by first responders or first responder-designees.
- Behavior is contagious, so remain calm.
 - Do not shout during any emergency.
 - Panic may injure more people than the actual nature of emergency.
- **Be familiar...** with the evacuation plan diagrams wherever you are on campus.
 - Be familiar with all exits from the room, lab, office, etc., you are located in.
 - Be familiar with the location of the fire alarm system pull stations, blue light emergency call boxes and fire extinguishers.
 - Be familiar with all gas and air circulation shut-off outlet locations in laboratories.

- Be aware of any disabled or challenged persons within your area.
 - Think ahead and discuss these procedures with them *before* an incident occurs.
- Do not utilize the phone system—***except*** to sound the alarm, report casualties, or to report the location of a disabled or challenged person needing help with evacuation.
- Do not use the elevators.
- The fire alarm system is monitored by Manchester’s Campus Safety Team and the Manchester Fire Department.
- When evacuating the Manchester Campus, you should continue to move away from the building until you have walked across one of the streets and moved onto a different city block than the building sits on.
 - Generally speaking, for most potential emergencies, you are at a relatively safe distance when you can view the entire campus building from across the street and about a half block away.

Emergencies can rapidly evolve and change. As such, you should exercise best judgment and always make decisions guided by an abundance of caution and safety.

Evacuation Procedures

CT State’s Manchester Campus is prepared for emergencies when an unforeseen situation threatens our campus community. Some emergencies may disrupt or halt campus operations or cause physical or environmental damage.

In the event of an emergency that requires the evacuation of a specific area of the building or the entire campus, announcements will be made using the myCTState Alert Notification System and/or one of the other alarm / warnings / Informacast / PA systems, with important information about the situation affecting the campus, and if an evacuation is necessary.

You may be directed to another campus location or asked to leave campus completely and relocate yourself to a safe designated area. When evacuations of the greater community around the College campus become necessary, local officials provide information to the public through the media.

If a campus evacuation is required, please consider the following important factors beforehand:

- Remain calm, take the stairs, and keep moving toward an exit.
- Follow instructions.
- Do not take unnecessary risks.
 - If you come across a coworker or student who needs help, call Police / Public Safety, or locate a Floor Captain (will be wearing a fluorescent vest and will have a Police / Public Safety radio).
- A few other considerations:
 - Plan ahead to where you might need to go if an evacuation is necessary, so you are safely away from the campus?
 - Take outer clothing (sweaters, coats, jackets, umbrellas, etc.) based on the weather.
 - Take necessary personal items (wallet, house / car keys, cellular phones, etc.), in the event you are not re-admitted access to the campus.

Orientation and Training on Evacuation Procedures

The CT State Community College Police Department participates in Campus student orientations held before fall and spring semesters, and provides information regarding campus safety and security systems, policies, and

emergency procedures. Formal and informal security sessions have been implemented for campus employees and students.

Periodically the CT State Community College Police Department publishes tips to encourage safety awareness on campus. These tips are placed on bulletin boards throughout the college, on television monitors, and distributed by email to all students, faculty, and staff.

Building Evacuation

Building evacuations will occur when an alarm sounds and/or upon notification by CT State Community College Police Department. When the building evacuation alarm sounds, leave by the nearest marked exit and alert others to do the same.

- Assist individuals with disabilities if you can.
- Direct individuals who cannot leave the building to a Floor Captain, who in turn can direct them to an area of refuge and call 911. You can remain with them until the CT State Community College Police Department responds.
- Notify First Responders of the location of anyone left in the building.
- Absent the presence of a Floor Captain or a CT State Community College Police officer, individuals with disabilities should use 9-1-1 to report their location in an actual emergency (not an evacuation drill).
- Go to designated areas as directed by Campus personnel.
- **Do not return to the building** until authorized by a CT State Community College Police Department officer with an “ALL CLEAR.”

Evacuation of all or part of the campus grounds will be announced by the CT State Community College Police Department. When an evacuation is called for, all persons (students, staff, faculty, and visitors) are to immediately vacate the designated area in question or entire campus and relocate to a safe off-site / off-campus area as directed.

1. **The Rear Loading Dock area of SSC Building.** All people evacuating to this area will stay as close to the vendor parking as possible so as not to block access to emergency vehicles responding to this area.
2. **The Band Shell.** All people evacuating to the Band Shell area will cross Ramey Drive onto the grassy area in front of the Band Shell.
3. **Community Gardens.** People evacuating to this area will cross through the West lot and over Founders Drive South to the Community Gardens.
4. **The Back of South Lot bordering Wetherell Street.** The people evacuating to this area will cross over South Lot which is located to the rear of the AST building and cross over Founders Drive South where they will wait in the grassy area.

Hazardous Materials (Hazmat) Procedure

Any discharge of chemical substance to the environment, or exposure to a person. This includes, but is not limited to, the following:

- The discharge of oil or chemicals to the grounds of the college.
- Any Volatile or gaseous release of vapors.
- Fires or explosions involving hazardous materials.

The CT State Community College Police Department Dispatcher shall immediately notify the on-duty CT State Community College Police Department supervisor, Chief of Police, Associate Dean of Campus Operations. The on-duty CT State Community College Police Department supervisor will respond and assess the situation. The Manchester Fire Department will be notified if deemed an actual Haz-Mat incident, and the supervisor will initiate a full or partial evacuation of the building, depending on the circumstances. The CT State Community College Police Department Dispatcher will stay on the phone with Manchester authorities and advise on the following:

- Exact location of the incident.
- Number and extent of injuries.
- Nature of the incident.

The Manchester Campus will maintain a full copy of "Material Data Safety Sheets" for all hazardous materials on campus and it will always remain readily available to Campus Safety Team members and Facilities Maintenance Team members, to assist the first outside emergency responders. This set of material data safety sheets is in addition to the set already on file in the chemistry / biology labs.

A Campus Safety Team member will be assigned to stand by in front of the building to provide information and assist the first-responding emergency units.

General Guidelines in the Event of a Laboratory Spill:

- Stay calm.
- Instructors will evacuate the room of students at once.
- Instructors will familiarize themselves with the location and use of Personal Protection Equipment and emergency lab procedures.
- Do not try to fight any but the smallest of fires yourself.
- Immediately evacuate and alert authorities of the nature of the incident.
- Immediately notify the authorities of injuries.
- Notify the authorities of the nature of spill.
- Do not hesitate to call public safety directly on the call boxes located near all elevators under the blue lights.
- In a larger fire, or explosion—**PULL THE FIRE ALARM!**

Middlesex Campus



Emergency Response Procedures

The Administrative buildings are secured at the end of the business day. Academic buildings are locked at the conclusion of evening classes. When the CT State Middlesex Campus and CT State Middlesex Campus @ Platt are closed, the buildings are generally locked, unless there is an event. Some college-sponsored programs are open to the general public while others are restricted to students and staff.

All Police / security officers are equipped with 2-way radios. Monday through Friday, Police / security officers are present at each building's main entry to scan student / employee IDs as they enter and exit the building. Guests / vendors are issued temporary, time-sensitive IDs and have their photo taken. Campus Police / Security also patrols the main campus daily Monday-Saturday. Campus Police / Security patrols the buildings and grounds, assists members of the campus community with maintaining a safe learning environment, enforce safety in parking lots with traffic and parking enforcement, maintain building security by locking and unlocking rooms as necessary, and provide general assistance to the community as needed. Security officers receive directions and supervision from the CT State Community College Police Department. On Saturdays, Sundays and holidays, the Middletown Police Department and/or CT State Police patrol the area.

Personal Safety

The main campus utilizes the Blue Light Emergency Call Box system. These clearly identifiable posts provide a direct link to 911. Individuals in need of emergency assistance can speak to an individual who is able to pinpoint their exact location. These posts are in the upper and lower parking lots. Also, Red Phones are in Wheaton and Snow Hall for emergency reporting.

Surveillance Cameras

Cameras have been strategically placed around the main campus to aid in maintaining personal safety and the safety of property.

Maintaining Campus Safety and Security

The Connecticut State Community College PD, Facilities Management and Security Officers regularly inspect College grounds and buildings at the main campus to ensure that areas are well-lit, clear of debris and provide unobstructed egress. A maintenance help desk ticket system is available to all employees to alert Facilities Management to areas of concern or items needing attention.

Emergency Procedures

CT State Middlesex Campus will make every reasonable effort to notify the campus community immediately of any incident on campus or the adjacent surrounding area that has the immediate potential to jeopardize the health or safety of campus students, faculty, staff and visitors. The CT State Middlesex Campus will take into account the safety of the campus community and determine what information to release about the situation and begin the notification process.

If an emergency is weather-related, you may not be required to evacuate. Instead, you may be required to take shelter in a portion of the building in which you are located at the time and await further instructions. Severe weather evacuations will be evaluated based on the type of emergency, the imminence of the danger and recommendations from the state Department of Emergency Management and Homeland Security.

CT State Middlesex Campus has a Continuity of Operations Plan (COOP), which ensures that the college can carry on all essential functions in case of a natural or man-made disaster. It outlines steps that the university will take in the event of a disaster interrupting typical, normal operations.

The CT State Middlesex Campus would not immediately issue a notification for a confirmed emergency if doing so would compromise the efforts to:

- Assist a victim.
- Contain the emergency.
- Respond to the emergency.
- Otherwise mitigate the emergency.

The CT State Middlesex Campus tests the emergency response and evacuation procedures every semester. These tests include drills, exercises and follow-through activities. They include, but are not limited to, the following:

- Technological tests of the 911 system, myCTState Alert
- Tabletop drills by the Crisis Management and Behavioral Intervention Teams
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies.
- Walk-throughs of the campus for fire, police and other first responders

CT State Middlesex Campus reserves the right to initiate unannounced drills to ensure the college's emergency response protocols are sufficient. All drills, tests and exercises are properly assessed so that CT State Middlesex Campus's response efforts may be improved and enhanced.

The CT State Middlesex Campus will document each test. The information will be retained by Associate Dean of Campus Operations. The file will contain a description of the exercise, the date the test was held, when it started & when it ended and whether it was announced or unannounced.

1. The procedures CT State Middlesex Campus will use to immediately notify the campus community upon confirmation of an emergency.
2. The content of the notification will be determined by the campus leadership in consultation with the Chief of Police.
3. The responsible employees will initiate the notification.
 - The Interim Dean of Academic and Student Affairs and Marketing staff will update the college's webpage and social media accounts.
 - The Associate Dean of Campus Operations or Media & Instructional Technology staff will update the college's hallway monitors.
 - Broadcast messages over the college phones may be made by any of the employees listed above as well as all employees trained to work in the Information Desk.
 - The Interim Dean of Academic and Student Affairs, Administrative Assistant to the Dean of Academic and Student Affairs and marketing staff would manage media notifications, television, radio, etc. Any authorized employee, or security guard, would put notices on college doors or bulletin boards – if time allowed and doing so would not endanger the guards or employees.

Notification to Campus Visitors

The following method is used to make notifications and to provide instructions and directions to campus visitors:

- Each individual sponsoring or holding an on-campus event which includes visitors, attendees, patrons, spectators, guests or the general public, will be provided an "In the Event of an Emergency" document which instructs them to state the following:
 - The location of all exits
 - Location of phones
 - Location of AEDs and First Aid Kits
 - Additional emergency information, including contact phone numbers, is contained in the packet.
- Campus visitors also would be alerted via the phone intercom system and the Alertus Beacon system. In addition, Emergency Guides and Fire Evacuation diagrams are located in each room.

Evacuation Procedures

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

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

Building	Description	Assembly Point
Chapman Hall	Classrooms, Library, Meeting spaces, Faculty Offices	Lower Parking Lot
Founders Hall	Administrative Offices, CICC, Cafeteria & Bookstore	Lower Parking Lot
Snow Hall	Classrooms, Faculty Offices, Conference Room	Upper Parking Lot
Wheaton Hall	Classrooms, Faculty Offices	Upper Parking Lot
CT State Middlesex Campus @ Platt 220 Coe Avenue Meriden, CT	Administrative Offices, Classrooms	Parking Lot

Faculty should take the following steps during an evacuation:

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

Naugatuck Valley Campus



Emergency Procedures

Safety Escort Services

This service is available to all students, faculty, staff and guests of CT State Naugatuck Valley. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the CT State Naugatuck Valley Police Department at (203) 575-8113 or use any courtesy phone on campus.

When the dispatcher answers, let them know you wish to obtain an escort. The dispatcher will request your name, present location, and the location to which you wish to be escorted. The dispatcher will then dispatch an officer to meet you. Uniformed police and buildings and grounds officers of the department provide safety escorts. The CT State Naugatuck Valley Police Department provides safety escorts 24 hours a day, seven days a week on campus. Safety escorts may be provided by a foot patrol officer, a bike patrol officer or an officer in a marked police or buildings and grounds vehicle.

Emergency Response and Evacuation Procedures

The CT State Naugatuck Valley Campus has implemented an Emergency Notification System (myCTState Alert). All students and faculty / staff are encouraged to register.

Your safety is our top concern. In support of that, we have launched an initiative to further strengthen our emergency preparedness and communication plan using myCTState Alert / Everbridge—a leading provider of critical communication solutions. This system enables our campus to deliver critical information to our campus community about a wide variety of situations, including campus safety alerts, public health emergencies, campus evacuations, and class cancellations.

Our updated alert system enables college officials to communicate with students, staff, and faculty in minutes by sending a message through multiple contact methods—including email, text messaging, and phone calls. This is a free service to members of the CT State Naugatuck Valley community. All campus buildings are equipped with a fire alarm system that when activated alert the building occupants to leave the premises. Some of these systems have voice public address capabilities (Informacast) and they may also be used if an individual building is involved in an emergency situation.

The CT State Community College Police Department monitors those alarms around the clock and responds to all activations.

Take note of the CT State Naugatuck Valley Emergency Procedures & Contact Information Checklist posted in all classrooms and offices on campus. It provides a quick guide to various emergency situations and how to respond to them including:

Contacting the police in an emergency situation - Call (58113), (58112) from any campus phone;

- Evacuation Procedures
- Medical emergencies
- Severe Weather
- Fires
- Active Shooter
- Suspicious Object

Campus Police Authority and Jurisdiction

The CT State Community College Police Department Naugatuck Valley Campus has a full-service Police Department. The department employs sworn police officers, non-sworn building and grounds patrol officers, and telecommunication operators. Police officers have complete police authority to apprehend and arrest within the campus jurisdictional boundaries. Non-criminal violations of college policy and regulations committed by a student will be referred to the Dean of Student Services for separate review and action.

All criminal offenses will be fully investigated by an officer allowable by law and department resources. Some criminal investigations may be assisted by local and supporting police agencies, including the Connecticut State Police and Waterbury Police Departments. Criminal offenses occurring at the Danbury Campus may be investigated by the Danbury Police Department.

The prosecution of all criminal offenses that occur on the CT State Naugatuck Valley campus, both felony and misdemeanor, is conducted at the designated Superior Court of Connecticut. By mutual agreement with state and federal agencies, the CT State Community College Police Department Naugatuck Valley Public Safety Campus is the statewide dispatcher for all campuses with CT State Community College Police Officers. The dispatcher has full access to an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer (NCIC) system as well as the Connecticut Online Law Enforcement Communications Teleprocessing (COLLECT) system. These databases are used for accessing criminal history data, nationwide police records, driver / vehicle identification information as well as other local, state and federal law enforcement information.

Reporting Crimes and Other Emergencies

To report a Crime on the CT State Naugatuck Valley Waterbury Campus:

You may call the CT State Community College Police Department Naugatuck Valley Campus at 203-575- 8113 if calling from a non-campus phone, or 58113 if calling from a campus phone. There are also direct-dial phones to the CT State Community College Police Department Naugatuck Valley Campus located throughout campus in several areas, including next to most elevators, in parking garages and near some buildings. You may also report a crime by reporting it in person at the CT State Community College Police Department Naugatuck Valley Campus in the Core Building, first floor, C122. Any suspicious activity or person seen in the parking lots, loitering around vehicles, inside or around buildings on campus should be reported to the CT State Community College Police Department Naugatuck Valley Campus. In addition, you may report a crime to any college official or employee, who will, in turn, contact the CT State Community College Police Department Naugatuck Valley Campus. The following is a list of some of the key officials who will receive your report and forward it to police:

- Dean of Administration..... 203-596-8690, K706
- Dean of Student Services 203-575-8086, K509
- Dean of Academic Affairs 203-575-8116, K719
- Director of Student Activities 203-575-8269, S514
- Title IX Coordinator 860-612-7056, CSU System Office

For off-campus options you may refer to the current college catalog and student handbook. The CT State Community College Police Department Naugatuck Valley Campus receives mutual aid assistance from both the Connecticut State Police and the Waterbury Police Department. Crimes may be reported to these law enforcement agencies and, when appropriate, will be referred to CT State Community College Police Department Naugatuck Valley Campus for investigation.

To Report A Crime at the Danbury Campus:

To report a crime at the Danbury Campus, located at 190 Main Street, Danbury, CT, you may call the Director at 203-437-,9637, the Administrative Offices at 203-437-9699 or you may contact the Danbury Police Department by dialing 9-1-1 in Danbury or 203-797-4611. You may also report a crime in person at the Danbury Campus.

Off-Campus Criminal Activity

The Police Department of CT State Naugatuck Valley does not provide law enforcement services off-campus. Criminal activity off campus is monitored and recorded by the local law enforcement agency. In Danbury, which includes the Danbury Police Department or the Connecticut State Police. The CT State Community College Police Department Naugatuck Valley Campus enjoys a close working relationship with the Connecticut State Police and

the Waterbury Police Department when violations of federal, state or local laws are reported. This cooperative team approach addresses situations as they arise as well as future concerns.

Campus Safety and Crime Prevention Programs

The CT State Naugatuck Valley Campus addresses campus safety and crime prevention programs and issues with the campus community through a variety of venues:

- Employee campus-wide announcements
- Employee Policy & Procedures Manual
- Information sessions
- Posters
- Student handbook
- Student orientation
- Women's Center, located in Kinney 405

Security and Access to CT State Naugatuck Valley Campus

During business hours, the Naugatuck Valley Campus will be open to students, employees, parents, contractors and guests. When the college is closed, employee access to all college facilities is by key, if issued, or by admittance by CT State Community College Police Department Naugatuck Valley Campus staff. Students will not be permitted access to the buildings when the college is closed unless prior written permission has been received by the CT State Community College Police Department Naugatuck Valley Campus from the academic division providing permission and then, only when a defined academic need exists. College facilities such as the Library, Bookstore, computer labs and study areas are not available for student use when the college is closed. Security and access concerns are addressed by the CT State Community College Police Department Naugatuck Valley Campus Police Lieutenant, Director of Facilities, Dean of Administration, Police Officers and Maintenance personnel, in addition to other appropriate college personnel when necessary.

Fire Alarm and Suppression System Notifications

The Campus maintains an extensive array of fire prevention and alarm devices, including sprinklers, portable extinguishers, alarms, and warning systems. A loud horn, strobe lights flash, and an audio / verbal fire warning announcement sounds on each floor when an alarm is active. The Campus performs a minimum of one (1) fire drill each semester, unless otherwise activated.

Immediately upon an actual, spontaneous, fire alarm activation on the Naugatuck Valley Campus, the CT State Community College Police Department will call the Waterbury Fire Department (Danbury Fire Department if at Danbury Campus) to:

- To ensure the alarm was received by the local Fire Department Call Center / Dispatch, and
- To ensure local Fire Department personnel are responding to the alarm activation.

Coordination between the CT State Community College Police Department and designated / trained Floor Captains will commence to begin evacuations as required.

Evacuation Procedures

If a campus evacuation is required, please consider the following important factors beforehand:

- Remain calm, take the stairs, and keep moving toward an exit.
- Follow instructions.
- Do not take unnecessary risks.
 - If you come across a coworker or student who needs help, call Police or locate a Floor Captain (will be wearing a fluorescent vest and will have a Police / Public Safety radio).
- A few other considerations:
 - Plan ahead to where you might need to go if an evacuation is necessary, so you are safely away from the campus.
 - Take outer clothing (sweaters, coats, jackets, umbrellas, etc.) based on the weather.
 - Take necessary personal items (wallet, house / car keys, cellular phones, etc.), in the event you are not re-admitted access to the campus.

Orientation and Training in Evacuation Procedures

The Police / Public Safety personnel participate in Campus student orientations held before fall and spring semesters, and provide information regarding campus safety and security systems, policies, and emergency procedures. Formal and informal security sessions have been implemented for campus employees and students.

Periodically the Police / Public Safety Department publishes tips to encourage safety awareness on campus. These tips are placed on bulletin boards throughout the college, on television monitors, and distributed by email to all students, faculty, and staff.

Building Evacuation

Building evacuations will occur when an alarm sounds and/or upon notification by Campus Police / Public Safety. When the building evacuation alarm sounds, leave by the nearest marked exit and alert others to do the same.

- Assist individuals with disabilities if you can.
- Direct individuals who cannot leave the building to a Floor Captain, who in turn can direct them to an area of refuge or can remain with them until Police / Public Safety personnel can respond.
- Notify First Responders of the location of anyone left in the building.
- Absent the presence of a Floor Captain or Police / Public Safety personnel, individuals with disabilities should use 9-1-1 to report their location in an actual emergency (not an evacuation drill).
- Go to designated areas as directed by Campus personnel.
- **Do not return to the building** until authorized by Police / Public Safety with an “ALL CLEAR.”
 - Evacuation of all or part of the campus grounds will be announced by the Campus Police / Public Safety Department.
 - When an evacuation is called for, all persons (students, staff, faculty, and visitors) are to immediately vacate the designated area in question or entire campus and relocate to a safe off-site / off-campus area as directed.

Hazardous Materials (Hazmat) Procedure

The Naugatuck Valley Campus maintains small quantities of hazardous materials located in primary sites, which include the boiler rooms (Core and Founders Hall), science laboratories, manufacturing center, photo studio, maintenance shops, and waste storage area in Ekstrom Hall. There are also underground and above ground storage tanks for the storage of large quantities of fossil fuels. The Office of Environmental Affairs and Occupational Health & Safety (EAOH & S) maintain an inventory of these materials. Other areas of concern include Facilities

Maintenance areas and wherever outside vendors may be performing work on campus. The CT State Community College Police Department will act as the initial responder, and then assist local, state, or federal authorities in the investigation of incidents involving hazardous materials, by participating in an incident-based command operation.

Any discharge of chemical substance to the environment, or exposure to a person. This includes, but is not limited to, the following:

- The discharge of oil or chemicals to the grounds of the college.
- Volatile or gaseous release of vapors.
- Fires or explosions involving hazardous materials.

The CT State Community College Police Department Dispatcher shall immediately notify the on-duty CT State Community College Police Department supervisor, Chief of Police / Director of Public Safety, Associate Dean of Campus Operations, 750 Chase Pkwy management. The on-duty CT State Community College Police Department supervisor will respond and assess the situation. The Waterbury Fire Department will be notified if deemed an actual Haz-Mat incident, and the supervisor will initiate a full or partial evacuation of the building, depending on the circumstances. The CT State Community College Police Department Dispatcher will stay on the phone with Waterbury authorities and advise on the following:

- Exact location of the incident.
- Number and extent of injuries.
- Nature of the incident.

The Naugatuck Valley Campus will maintain a full copy of "Material Data Safety Sheets" for all hazardous materials on campus and it will always remain readily available to Campus Safety Team members and Facilities Maintenance Team members, to assist the first outside emergency responders. This set of material data safety sheets is in addition to the set already on file in the chemistry / biology labs.

A CT State Community College Police Department Officer will be assigned to stand by in front of the building to provide information and assist the first responding emergency units.

General Guidelines in the Event of a Laboratory Spill:

- Stay calm.
- Instructors will evacuate the room of students at once.
- Instructors will familiarize themselves with the location and use of Personal Protection Equipment and emergency lab procedures.
- Do not try to fight any but the smallest of fires yourself.
- Immediately evacuate and alert authorities of the nature of the incident.
- Immediately notify the authorities of injuries.
- Notify authorities of the nature of spill.
- Do not hesitate to call the police directly on the call boxes located near all elevators under the blue lights.
- In a larger fire, or explosion—**PULL THE ALARM!**

Mutual Aid

Waterbury Police:

The CT State Community College Police Department Naugatuck Valley Campus will call the Waterbury Police Department for any incident that requires police intervention beyond the capabilities of the on-campus resources of CT State's Police / Public Safety Department. The Waterbury Police Department headquarters is located at 255 East Main Street, Waterbury, CT. 06702. The CT State Naugatuck Valley Police Officers have an excellent working relationship with the Waterbury Police Department and stays in routine contact over matters of activity and events happening in and around the campus.

Connecticut State Police:

The CT State Community College Police Department Naugatuck Valley Campus also maintains an excellent working relationship with Connecticut State Police (Troop A) in Southbury. Both the Waterbury Police and Connecticut State Police take part in all scheduled lockdown drills conducted on campus.

Memorandums of Understanding:

The Office of the Chief of Police / Director of Public Safety for the CT State Community College Police / Public Safety Department maintains mutual aid agreements / memorandums of understanding with those agencies deemed appropriate. Further information may be obtained through that Office.

Northwestern Campus



Emergency Procedures

The initial and primary source for all emergency information is the Public Safety Office / Associate Dean of Campus Operations, (860-738-6400). While the Public Safety Office may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

Campus Notification of an Emergency Situation

The Associate Dean of Campus Operations will:

1. Ensure that the appropriate alarms have been activated (Fire, Radio, and/or the Emergency Notification System) to alert the campus community of approaching / imminent danger.
2. Notify the CT State Community College Chief of Police / City / State emergency personnel as needed.
3. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of college or private property.
4. Notify the CEO of the emergency / disaster.

Emergency Intervention

The Associate Dean of Campus Operations with the Building & Grounds Officers will take the immediate steps necessary to reduce the threat of potential injury or loss of life or property. He / she will inform the CEO of the emergency situation directly and other key staff as appropriate.

Public Notification of Emergency

The Director of Public Relations will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and requests for information will flow through that office.

Emergency Management Team (EMT) - Core Members

- President - **Michael Rooke**
- Associate Dean of Campus Operations – **Brian Plessinger**
- Campus Dean of Students & Faculty – **Jay Whitaker**
- Human Resources Generalist – **Erin Ransford**
- Director of Information Technology – **Rick Coutant**
- Building Superintendent – **Jim Brochu**
- Chemical Hygiene Officer – **Douglas Mooney**
- Program Coordinator for Criminal Justice – **Mike Emanuel**

Campus Security

The CT State Northwestern Campus does not have a full-time campus police department. We do have three Building & Grounds Officers that are responsible for public safety. The three Building & Grounds Officers fall under the supervision of the Associate Dean of Campus Operations and are within the chain of command under the Chief of Police. The Connecticut State Police have jurisdiction over CT State Northwestern Campus as a state property; however, the Winchester Police Department are normally first responders whenever incidents occur on campus.

Security Awareness Programs

The CT State Northwestern Campus addresses campus safety awareness through a variety of venues:

- Student handbook
- Posters / notices on bulletin boards
- Slides displayed in hallway monitors
- Employee campus-wide announcements

- College website
- Events sponsored by Student Activities and Student Life

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their surroundings and to be responsible for their own security as well as the security of others.

Reporting Crimes and / or Emergencies

Students and employees are encouraged to report all crimes to the Connecticut State Police and/or Winchester Police Department.

Emergency Telephone Numbers for URGENT Situations FIRE	911
AMBULANCE SERVICES	911
POLICE SERVICES	911

Emergency Telephone Numbers for NON-URGENT Situations

CT STATE POLICE	800-497-0403 / 860-626-1820
CT STATE POLICE – Desk Operations	860-626-1840
Winsted Police	860-379-2721

Incidents of criminal action or other emergencies occurring on campus be reported to one of the following offices:

- **Public Safety 860-738-6400 / cell 860-309-1914**
- **The Office of the Associate Dean of Campus Operations 860-738-6409**
- **The Office of the Campus Dean of Students / Faculty 860-738-6320**
- **The Office of the President 860-738-6410**
- **The Office of Human Resources 860-738-6325**

The College will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and visitors. In the case of allegations of serious criminal acts, the College will seek the assistance of police authorities. Serious criminal acts include but are not limited to murder, sexual assault (rape, fondling, incest, or statutory rape), robbery, aggravated assault, arson, burglary, and motor vehicle theft.

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

Reporting Threats or Violent Acts

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to the Public Safety Office. **Serious incidents or**

serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities.

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide a copy to Public Safety and the Human Resources office with a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Evacuation

Campus Evacuation

In the event of an emergency necessitating the evacuations of all or part of the campus grounds, announcements to evacuate the campus are typically made: via the fire alarm PA system, myCTState Alert, Informacast, email, or text message. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting people with disabilities.

Building Evacuation

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such an evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

Building	Assembly Point
FOUNDERS HALL	Town Green (across from Founder's Hall)
FOUNDERS HALL ANNEX	Town Green (across from Founder's Hall)
ADMINISTRATION BUILDING	Town Green (across from Founder's Hall)
WHITE BUILDING	Town Green (across from Founder's Hall)
LEARNING RESOURCE CENTER	Town Green (across from Founder's Hall)
ENGLISH HOUSE	Town Green (across from Founder's Hall)
GOULET HOUSE	Town Green (across from Founder's Hall)
GREENWOODS HALL	Parking lot south end near church
JOYNER HEALTH AND SCIENCE CENTER	Parking lot far southwest corner
ART & SCIENCE CENTER	Parking lot south end near Holabird Ave.

Norwalk Campus



Emergency Procedures

Emergency Response Procedures

The CT State Norwalk Campus strongly encourages students, faculty, staff and guests of CT State Norwalk Campus to report all crimes and public safety related incidents to the CT State Community College Police Department in a timely manner. The CT State Norwalk Campus is committed to providing the members of the campus community and its visitors with a stable and secure environment. All incidents or crimes reported to Police / Campus Security will be reported as necessary to the College's Administration and to State and local authorities. Police / Campus Security is available during all operational hours of the College and are located strategically throughout each building.

To report any criminal or suspicious activities that occur on the grounds of CT State Norwalk Campus, you should call Police / Security by dialing 203-857-7223 or use extension 77223 from any campus phone. Each faculty and staff member has a silent alarm system on their office phone that they can activate during an emergency, which will immediately alert campus security to a possible threat.

Campus Security

The CT State Norwalk Campus has a full-time CT State Community College Police Sergeant on campus on the day shift. There are plans to staff the Norwalk Campus with a full-time CT State Community College Police Officer on the second shift this fiscal year.

Security and Access to Campus Facilities

Safety is a core value at CT State Norwalk Campus and the college is committed to protecting the health and wellness of all students, faculty and staff. CT State Norwalk Campus has designed policies and regulations in order to create a safe and secure environment for the members of its community. The CT State Norwalk Campus' photo IDs are mandatory for every student, faculty and staff member and must be visible upon entering the building(s). Visitors and outside vendors must present a valid (non-expired) photo ID (driver's license, state issued non-driver ID, military ID or passport) to security in order to be admitted to the building. As a State-owned facility, the buildings are open to the public during hours of operation. The CT State Norwalk Campus does not have any campus residences therefore, CT State Norwalk's facilities, functions and hours of operation vary periodically and are posted on our website. The normal business hours are Monday – Friday, 7 a.m. – 10 p.m., Saturday, 7 a.m. – 5 p.m. and closed on Sundays.

In the interest of the students, faculty and staff the campus facilities are maintained and secured by the CT State Community College Police Department / Security and Maintenance personnel. All campus buildings are patrolled daily in order to monitor and inspect the buildings, grounds, devices and systems to ensure that our facilities are fully functional and address any security measures needed. The campus can only be accessed by scanning in with a CT State Norwalk Campus ID or presenting an ID and signing in.

Campus Law Enforcement

Crime prevention is a top priority at the college. The CT State Norwalk's Campus Security has a close relationship with both local and State Police Departments. The CT State Community College Police Department, Norwalk Police Department and Connecticut State Police have Jurisdiction, and respond to all criminal incidents and crimes on campus.

The college contracts with Allied Universal Security Services and operates under the guidance of the CT state Community College Police Department. The CT State Norwalk's Campus Security Personnel are not authorized to arrest or detain individuals but are authorized to ask for identification and to determine whether individuals have a legitimate reason to access the campus.

The CT State Norwalk Campus Department of Security is located on the East Campus in room E214. Security officers are stationed in the lobbies of the East Campus, West Campus, the Center for Information and Technology (C.I.T.) and the Health, Wellness & Science wing. Routine patrols are continuously conducted throughout the buildings and parking lots.

Reporting a Crime or Emergency

All students and employees are encouraged to report if they are the victim of a crime, observe a crime in progress, or believe a crime may be in progress. If a life-threatening emergency is taking place, call 9-1-1 first, then call the Department of Security at the appropriate campus.

Norwalk Community College Resources

Students and employees are encouraged to carry a cell phone to report emergencies and to receive myCTState Alerts. In addition, emergency phones are located in all campus elevators and will automatically ring the security monitoring service who then contacts Campus Security. Blue Light Emergency Phones are located externally throughout the West Campus, and these phones will automatically ring the Security Dispatcher.

On-Campus

Resource Full Phone Extension

- East Campus Security 203.857.7296 EXT 77296
- Security Dispatcher / Information Desk 203.857.7223 EXT 77223
- West Campus Security 203.857.7155 EXT 77155
- Security Site Supervisor 203.857.7219 EXT 77219
- Associate Dean of Campus Operations 203.857.6841 EXT 76841
- Dean of Student Affairs & Title IX Coordinator 203.857.6887 EXT 76887
- Counseling Office 203.857.7033 EXT 77033
- Veteran's Oasis 203.857.7026 EXT 77026

Off-Campus Resources

Norwalk Police Department

1 Monroe St, Norwalk, CT 06854

203.854.3000

[Police Department | Norwalk, CT - Official Website \(norwalkct.gov\)](http://norwalkct.gov)

CT Department of Emergency Services & Public Protection

Troop G

149 Prospect St, Bridgeport, CT 06604

203.696.2500

[Connecticut Department of Emergency Services and Public Protection](http://connecticut.gov/emergency-services)

Hospitals and Medical Services

- Norwalk Hospital 203.852.2000
- Bridgeport Hospital 203.384.3000
- Stamford Hospital 203.276.1000
- Poison Control Center 1.800.222.1222
- Suicide Prevention 203.358.8500
- American Red Cross Fairfield County 1.800.319.9935
- Salvation Army 1.860.543.8400
- Rape Crisis – YWCA of Eastern Fairfield County 203.334.6154

Emergency Blue Light Telephones

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 the dispatcher at the campus security department. CT State Norwalk Campus has four Blue Light phones all located at the rear of the West Campus. Emergency Blue Light Telephone Locations.

- West Campus Left rear lot near West Cedar Street
- West Campus Outside Health / Wellness wing near bike rack
- West Campus Middle Rear lot near teacup
- West Campus Right Rear lot

A pre-announced evacuation drills must be held at least once each year. Drills are coordinated by CT State Community College Police Department. The CT State Community College Police Department performs a test of the emergency notification system for Shelter in Place. Each department is required to participate in the drill. Police / 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.

Furthermore, CT State Community College Police Department 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 cord – men's and women's
- Refuge call button outside West Campus
- Blue Light Emergency phones
- Nursing shower emergency cord

Building Evacuation

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors:

- Upon notification of an evacuation, do not attempt to gather belongings,
- Do not use the elevators,
- Police / Security personnel and Faculty / Staff or their designees are responsible for assisting people with disabilities to exit the building or wait in the area of refuge and direct all students to the safe areas outside the building.
- Parking lots are designated safe areas and can be reached simply by following the evacuation instructions posted in every room.
- Proceed to the nearest exit in an orderly fashion.
- 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.

Crime Prevention and Security Awareness Programs

The CT State Norwalk campus encourages the campus community members to remain aware of personal safety and work cooperatively with the campus to ensure the security of all. Our college has an excellent record of safety and security, but the campus will remain safe only if we take our responsibilities to ourselves and others seriously.

The CT State Community College Police Department takes a proactive approach to preventing crimes. We implement many resources and training programs for students, faculty and staff to increase safety and bystander intervention. Some examples include:

- New Student Orientation:
 - The CT State Police Sergeant will inform students and their families about campus security procedures and practices, as well as encourage students to be responsible for their own security and the security of others.
- Mandatory online training for students titled “Not Anymore.”
 - This training provided critical information about Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and much more.
- Presentations to academic departments.
- An escort service is provided for all students, faculty and staff.
 - Security officers will provide transportation or a walking escort if this service is needed.
 - Members of the campus community may call security from any phone at 203.857.7223, or use extension 77223 from any campus phone, or visit any of the main entrance security stations.

Crime Tips

- Always be alert and aware of your surroundings.
- Park and walk in well lit, frequently traveled areas.
- Know your campus safety resources:
 - Learn where Police, Campus Security, the Emergency Blue Light phones, open establishments and offices are located on campus.
- Program campus safety numbers into your cell phone.
- Always lock your vehicle and do not leave valuables in plain sight.
- Do not leave personal items unattended at any time.

Staying informed About Safety

The CT State Norwalk Campus offers various safety and security training and information through various media and in-person which includes:

- New Student Orientation.
- Literature that is available to students regarding measures that can be taken to guard against sexual assaults and date rape in the monthly Campus Security Newsletter.
- Related literature is available in the Counseling Center, East campus room E104.
- Posters and handouts throughout the college list available assistance for students who have experienced sexual misconduct.
 - College students conduct proceedings, as well as the BOR’s guidelines for cases involving sexual misconduct, are detailed in the Student Handbook.
- Diversity & Sexual Harassment Prevention Training for employees.

- “Not Anymore,” Mandatory Online training for students which provides critical information about Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and much more.

Quinebaug Valley Campus



Emergency Procedures

Emergency Response Procedures

1. IN CASE OF EMERGENCIES: CALL 911 FOR STATE POLICE/FIRE/EMS
2. When it is safe to do so, report incidents of criminal actions or other emergencies to Campus Security - located in the Atrium. 860-932-4915 (security desk phone) 860-951-9056 (security officer cell phone)
3. If security staff are not available, security issues can be reported to one of the following offices:
 - a. Office of the CEO - Room W209. 860-932-4129 or 860-932-4140
 - b. Dean of Academic Affairs and Student Services - Room E229 860-932-4050 or 860-932-4121
 - c. Associate Dean of Campus Operations - Room C225A 860-932-4286
 - d. Building Maintenance Supervisor - Room QM13 860-932-4157 or 860-932-4006
4. **Incidents of sex offenses or domestic violence** can also be reported to area hospitals, law enforcement agencies and third- party services. Basic contact information is provided here.
 - **Day Kimball Hospital**
320 Pomfret Steet
Putnam, CT 06260
860-928-6541
 - **CT State Police - Troop D**
55 Westcott Road

Danielson, CT 06239
860-779-4900 800-954-8828

- **Windham Hospital**
112 Mansfield Avenue
Willimantic, CT 06226
860-456-9116
- **Willimantic Police Department**
22 Meadow Street
Willimantic, CT 06226
860-465-3135

For Sexual Assault:

Sexual Assault Crisis Center of Eastern CT, Inc. (SACCEC) (www.saccec.org)

90 South Park St. Willimantic, CT 06226 (Serving all of Windham County, including Danielson)
860-456-2789 860-999-5545 (24 Hour Hotline - English) 888-568-8332 (24 Hour Hotline - Spanish)

For Domestic Violence: United Services Inc. (www.unitedservicesct.org)

132 Mansfield Ave. Willimantic, CT 06226 860-456-2261
(Office) 888-774-2900 (24 / 7 CT Safe Connect Hotline) 860-774-8648 (24 Hour Hotline - Danielson)
860-456-9476 (24 Hour Hotline - Willimantic)

Important information concerning confidentiality of reporting: The college, area hospitals, and law enforcement agencies all have responsibilities under Federal and State laws that may require them under certain specific circumstances to disclose information about reported incidents. As such, though every effort will be made to maintain **confidentiality**, **complete confidentiality of information reported to these organizations cannot be guaranteed.**

Third party providers of counseling and psychological services are bound by State law and professional ethics not to release any information without written release from their clients. **Both SACCEC and United Services fall under this category and can guarantee the highest level of confidentiality allowable under State and Federal Laws.**

Evacuation Procedures

In the event of an obvious immediate emergency (i.e., fire, gas leak, bomb threat) requiring evacuation, the fire alarm bell will sound.

Announcements of the need to evacuate the building typically are made via the fire alarm PA system (Informacast) but also may be made over the emergency telephone notification system (myCTState Alert), the mass text system, the mass e-mail system, and through personal staff contact.

When an Evacuation is called:

1. Exit the building immediately via the nearest safe exit door.
2. Gather at the far end of the parking lot, as far away from the building as possible.

3. Do not block driveways or otherwise inhibit emergency vehicle access to the building.
4. Do not return for your personal belongings.
5. Do not use elevators.
6. Do not re-enter the building until the all-clear is given.

Law Enforcement

At this time there are no full-time CT State Community College Police Department Officers on campus. The CT State Community College Police Department is available to response to incidents per request. Most police related incidents will be investigated by the Connecticut State Police Troop D.

The CT State Community College Quinebaug Valley Campus contracts with a third-party provider of security services, Allied Universal, to provide security guards at both the Danielson campus and the CT State Community College Quinebaug Valley Willimantic Campus location at 729 Main Street, Willimantic, CT.

The Allied Universal staff do not carry weapons and do not have arrest authority. The Allied Universal Security staff jurisdiction is limited to CT State Community College Quinebaug Valley buildings and grounds only (including the shared space at 729 Main Street).

Three Rivers Campus



Emergency Procedures

Campus Security / Law Enforcement

The CT State Three Rivers Campus has a full time Police Sergeant on the day shift. There are plans to have full-time CT State Community College Police Officer to be on the second shift this fiscal year.

The college contracts with Allied Universal Security Services to provide security coverage during the college's operating hours, year-round, evenings and weekends (when open). The Security Guards have the authority to ask people for identification and to determine whether individuals have lawful business at the college. The Security Guards do not possess arrest powers.

The Police / Security Guards patrol the campus daily. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforcing safety in parking lots with traffic and parking enforcement, maintaining building security by locking and unlocking rooms as necessary and general assistance to the community as needed. They also offer escort services to the parking lot. Security officers receive direction and supervision from the CT State Community College Police Department.

All criminal offenses will be investigated by the CT State Community College Police Department. CT State Three Rivers Campus is a state agency. The State Police under the Department of Emergency Services and Public Protection may respond to the college and its satellite locations. The Norwich Police Department may investigate or assist the State Police with criminal offenses that occur on the Norwich campus. The Groton Police Department may investigate or assist the State Police with criminal offenses that occur at the Grasso Tech site. The prosecution of all criminal offenses that occur at both locations is conducted at the Superior Court of Connecticut. Non-criminal violations of college policy will be referred to by the Dean of Students and Faculty for review and action.

Criminal offenses are reported to the State Police and/or Norwich Police. No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-156b of the Connecticut General Statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution. The CT State Three Rivers Campus encourages accurate and prompt reporting of all crimes per the procedures below.

REPORTING CRIMES AND OTHER EMERGENCIES

To report a Crime:

CT State CC Police Sergeant	860-215-9299
Norwich Police	911 or 860-886-5561
Groton Police	911 or 860-445-2451
State Police – Troop E	911 or 860-848-6500

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

Emergency Hotline (Security Desk)	Extension 5-5555 or 860-215-5555
Non-Emergency Assistance (Security Desk)	Extension 2-2222 (on campus only)
Director of Facilities	Extension 5-9236 or 860-215-9236
Associate Dean of Campus Operations	Extension 5-9296 or 860-215-9296

Security staff are available at the Security Desk to take your call during the semester as follows:

Monday - Friday	During all operating hours
Saturday	Normally Closed, but all hours when open
Sunday	Closed

When the semester is not in session security staff are available during business hours, Monday through Friday. Any suspicious activity or person seen in the parking lots, loitering around vehicles, inside or around buildings on campus should be reported to Security.

List of Employees to Whom Students and Employees Should Report Criminal Offenses

Students and employees should report criminal offenses to the following employees. Although security guards are not employees of the CT State Three Rivers Campus, they are empowered to assist in responding to criminal offenses and are required to notify the Associate Dean of Campus Operations of such offenses.

Police / Security staff	Associate Dean of Campus Operations
Dean of Students and Faculty	Deputy Title IX Coordinator
Associate Dean of Student Development	Director of Facilities

Security of and Access to Campus Facilities

The CT State Three Rivers Campus does not have campus residences. During business hours, the CT State Three Rivers Campus will be open to students, employees, parents, contractors, and guests. Employee access to the college off hours is granted with the written permission of the CEO. Students are not permitted access to the

buildings when the college is closed. Security and access concerns are addressed by the Associate Dean of Campus Operations, Director of Facilities, and Maintenance personnel, in addition to other appropriate personnel when necessary.

Allied Universal Security Services provide contracted security. During operating hours guards patrol the campus, monitor the parking lots, and ensure the security of the CT State Three Rivers Campus facility. Allied Universal Security Services monitors the campus to make sure individuals are acting appropriately and responsibly. They are empowered to approach individuals to offer assistance or question individuals acting in a suspicious manner. Allied Universal Security Services has also a presence at night and weekends ensuring that buildings are locked and state property is secured and maintained.

The Facilities staff ensure that lighting is appropriate, walkways are clear and accessible, and that hallways and stairwells are well-lit and accessible. Facilities, custodial and security staff ensure that the campus, including buildings, classrooms and offices, are open when necessary and secured when not in use. Access to rooms is given only to authorized individuals. The CT State Three Rivers Campus must balance being an open, public institution while ensuring the safety of all individuals on CT State Three Rivers Campus property, ensuring the proper safeguards are in place to protect CT State Three Rivers Campus students, staff, faculty, guests, property, equipment, and technology from criminal acts.

[Security Awareness Programs](#)

The CT State Three Rivers Campus addresses campus safety awareness through a variety of venues:

- Social Media
- Student handbook
- Posters / notices on bulletin boards
- Slides displayed in hallway monitors
- Employee campus-wide announcements
- College website
- Events sponsored by the Associate Dean of Campus Operations, Counseling Office, and Student Programs.
- Every September the college hosts a “Fresh Check” Health Fair to promote mental health and to introduce the many community agencies that are available for assistance.
- In October, the Office of Student Development promotes a greater awareness around intimate partner violence / domestic violence and consent through collaborative programming and educational tabling with Safe Futures and the Sexual Assault Crisis Center of Eastern CT (SACCEC).
 - Programs include:
 - Silent Witness Program
 - Coffee and Consent
 - Halloween “Boos” Event (informational tabling and mocktails) with SACCEC
- In April, the Office of Student Development promotes greater awareness around sexual assault / sexual misconduct and consent through collaborative programming with SACCEC and educational tabling events including:
 - Empty Chair Program
 - Cocoa and Consent

The Deputy Title IX Coordinator presents in several College and Career (a version of the traditional First-Year Experience Class) classes in both Fall and Spring to discuss Title IX, Sexual misconduct, reporting options, campus resources, and bystander intervention.

The common theme of any awareness program is to encourage students, faculty, and staff to be aware of their surroundings and to be responsible for their own security and the security of others.

Evacuation Procedures

Building Evacuation

There are several emergency situations which would require the evacuation of the building. These include fires and bomb threats, which are the most likely occurrences; but also, situations such as chemical or gas leaks, structural failures, prolonged power outages, weather emergencies such as hurricanes or tornados, and major violence. In most cases, the procedures for evacuation and basic response to the emergency will essentially be the same and will include the following steps:

- The fire alarms will be sounded with an announcement to evacuate the building except for a bomb threat. Emergency announcements and notifications will be used in the event of a bomb threat.
- The phone paging system will be used for special instructions during an emergency situation.
- Evacuation plans are posted near all classrooms and offices identifying the evacuation route, appropriate exit, and the location where people should gather after they have left the building.
 - If an evacuation plan is not posted in your classroom or office, please request one from the Director of Facilities.
- Once people are outside the building, they should move to their designated Assembly Areas, keep away from the building and under no circumstance reenter the building until informed that the Authorities in Charge have declared the emergency over.
- Contemporaneous with the evacuation, an Emergency Operations Center (EOC) will be established in the Central Utility Plant (CUP). All faculty and staff who are willing to assist and have no other assignment should report to the EOC where they will be directed to a staging area to receive their assignments. All press or other media inquiries should be referred to this EOC where they will be directed to the Public Relations Associate.
- During the evacuation, all entrances to the College will be closed to all entering traffic except emergency vehicles. Orderly vehicle exits from the College will be permitted to the extent that they do not interfere with emergency operations.

Tunxis Campus



Emergency Procedures

Campus Security / Law Enforcement

The CT State Tunxis Campus has a full-time Police Sergeant on campus. There are plans to have full-time CT State Community College Police Officer to be on campus full-time on the second shift this fiscal year. Most incidents will be investigated by the CT State Community College Police Department, Connecticut State Police Troop H or the Farmington Police Department.

The CT State Tunxis Campus contracts with Allied Universal to provide security coverage during the campus' operating hours, year-round, weekends and evenings. The Security Guards have the authority to ask people for identification and to determine whether individuals have lawful business at the college. Security Guards do not possess arrest powers. The Security Guards patrol the campus daily. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforcing safety in parking lots with traffic and parking enforcement, maintaining building security by locking and unlocking rooms as necessary, assisting Early Childhood Center Lab School parents in the drop off and pick-up of children, and general assistance to the community as needed.

The Allied Security Guards receive direction and supervision from the CT State Community College Police Department. All criminal offenses will be investigated by the CT State Community College Police Department. The CT State Tunxis Campus is a state agency. The State Police under the Department of Emergency Services and Public Protection may respond to the college and its satellite locations. The Farmington Police Department

may investigate or assist the State Police with criminal offenses that occur on the Tunxis campus. The Bristol Police Department may investigate or assist the State Police criminal offenses that occur at the Bristol site, Tunxis@Bristol.

The prosecution of all criminal offenses that occur at both locations is conducted at the Superior Court of Connecticut. Non-criminal violations of college policy will be referred to the Interim Dean for review and action. Criminal offenses are reported to the CT State Community College Police Department, State Police and/or Farmington Police. No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-156b of the Connecticut General Statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution.

Reporting Crimes and Other Emergencies

To report a Crime:

The CT Community College Police Department has jurisdiction over all campuses; however, the Connecticut State Police would probably investigate the incident if there were no CT Community College Officer available. The Farmington Police are normally the first responders to incidents on campus. The Bristol Police are normally first responders to incidents at the Tunxis@Bristol site. Students and employees are encouraged to report all crimes to the Farmington, Bristol and/or State Police.

CT State CC Police Sergeant	860-773-1328
Farmington Police	911 or 860-675-2400
Bristol Police	911 or 860-584-3011
State Police – Troop H	911 or 800-968-0664 or 860-534-1000

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

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

Welcome Center	860-773-1300	
Security Cell Phone	860-541-0800	
Security Office	860-773-1328	Only for non-urgent messages

Operators are available at the Welcome Center to take your call during the semester as follows:

Monday - Thursday	9:00 a.m. – 5:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.
Saturday and Sunday	Closed

Any suspicious activity or person seen in the parking lots, loitering around vehicles, inside or around buildings on campus should be reported to Security.

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

To report a non-emergency or public safety related matter, call the Interim Dean of Faculty and Students at 860-773-1631.

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

Title	Name	Email
CT State Police Sergeant	David Rhoades	David.rhoades@ctstate.edu
Security Guards	Multiple Individuals	Tx-guard@tunxis.edu
Interim Dean of Faculty and Students	Jessica York McKinney	Jyork@tunxis.edu
Deputy Title IX Coordinator	Sydney Lake	Slake@tunxis.edu
Director of Facilities	John Lodovico	jlodovico@tunxis.edu
Continuing Education Coordinator, Tunxis@Bristol	Aaron Marshall	amarshall@tunxis.edu
Student Advocate	Kelly Mann	kmann@tunxis.edu

Emergency Response Procedures

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

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

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

The CT State Tunxis Campus tests the emergency response and evacuation procedures at every semester. These tests include drills, exercises and follow-through activities. They are designed for evaluation of emergency plans and capabilities. Tests will include measurable goals. They include, but are not limited to, the following:

- Technological tests of the 911 system, Everbridge Alert system, and group paging system.
- Tabletop drills by the Crisis Management Team.
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies.
- Campus-wide exercises to test students, faculty & staff response to active shooter, evacuation, shelter in place and other emergency situations.
- Having the CT State Community College Police Department, Farmington, State, Bristol or present to provide feedback and suggestions to improve campus response.
- Walk-throughs of the campus for fire, police, and other first responders.

The CT State Community College, Tunxis Campus prefers announced drills to avoid classroom disruption and unnecessary stress on individuals who have strong reactions to drills. However, the CT State Tunxis Campus

reserves the right to unannounced drills to ensure the college's emergency response protocols are sufficient. All drills, tests and exercises are properly assessed so that campus' response efforts may be improved and enhanced. The CT State Tunxis Campus will document each test. The information will be retained by the Interim Dean of Faculty and Students. The file will contain a description of the exercise, the date the test was held, when it started & when it ended and whether it was announced or unannounced.

Evacuation Procedures

Emergency response procedures and egress routes are posted across campus in hallways, classrooms and offices. In the event of an emergency, necessitating the evacuation of the building, do the following:

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

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

Faculty should take the following steps during an evacuation:

- Ensure all students are out of the classroom and area bathrooms.

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

Security of and Access to Campus Facilities

The CT State Tunxis Campus does not have campus residences. During business hours, CT State Community College, Tunxis Campus will be open to students, employees, parents, contractors, and guests. Employee access to the college off hours is granted with the written permission of the Chief Executive Officer. Students are not permitted access to the buildings when the college is closed. Security and access concerns are addressed by the Interim Dean of Faculty and Students and Director of Facilities, Maintenance personnel, in addition to other appropriate personnel when necessary.

Allied Universal Security provides contracted security. During operating hours guards patrol the campus, monitor the parking lots and ensure the security of the CT State Tunxis Campus facility. The Allied Universal Security monitors the campus to make sure individuals are acting appropriately and responsibly. They are empowered to approach individuals to offer assistance or question individuals acting in a suspicious manner. Allied Universal Security is also a presence on nights and weekends ensuring that buildings are secured, and state property is secured and maintained.

The Facilities staff ensure that lighting is appropriate, walkways are clear and accessible, and that hallways and stairwells are well lit and accessible. Facilities, custodial and security staff ensure that the campus, including buildings, classrooms and offices, are open when necessary and secured when not in use. Access to rooms is given only to authorized individuals. The CT State Tunxis Campus must balance being an open, public institution with ensuring the safety of all individuals on campus property, ensuring the proper safeguards are in place to protect students, staff, faculty, guests, property, equipment and technology from criminal acts.

Annual Fire Safety Report

All campuses are covered by an integrated automatic sprinkler and fire alarm system, which is monitored 24 hours a day, seven days a week. The buildings are also equipped with emergency generator power that is designed to activate when there is a power loss. This generator power will operate with life safety equipment, such as the fire alarm panel, emergency lighting and exit signs.

In Case of Fire

- **Rescue** any persons in immediate Danger.
- **Alarm** Alert others by Activating the Alarm.
- **Contain** the Emergency by Closing doors.
- **Evacuate** Extinguish the fire if trained and safe to do.



REMEMBER TO NEVER USE THE ELEVATORS IN A FIRE EMERGENCY!

Training and Drills

Basic fire safety instruction is provided to all students who attend the orientation program at the beginning of each academic year, as well as to all new employees during the New Employee Orientation program. All existing employees are provided with periodic training.

The Chief of Police conducts annual table-top exercises at all campuses involving Campus stakeholders. This training gives the stakeholders to practice in real-time solutions to emergency problems.

2024 Fire Drills

[illegible]

Fire Reporting

- Emergency response of Fire / Police or Emergency Medical Services: **Call 911**
- Routine Phone calls may be made to the CT State Community College Police / Public Safety
- CT State Community College does not have a fire official at this time. There are plans to hire one in this fiscal year. In the event a fire official is needed we will contact the State Fire Marshal's office.



Connecticut State Community College Police Department

www.ctstate.edu/safety

Christopher Chute, Chief of Police
Deputy Chief Manuel Cotto, Deputy Police chief
Jason Balletto, Director of Health and Safety
Vanessa Walton, Administrative Assistant

The Connecticut State Community College is a college governed by the Connecticut State Colleges & Universities (CSCU) Board of Regents, which oversees the four Connecticut State Universities, the State's twelve Community Colleges, and the state's only public online college.

For more information: <https://www.ct.edu/regents>.

Connecticut State Community College is committed to a policy of non-discrimination, equal opportunity, and affirmative action for all persons regardless of race, color, religion, sex, age, national origin, marital or veteran status, sexual orientation, or disability.