

Emergency Response Guidebook



HOTCHKISS

Important Numbers

State Police/Fire/Ambulance	911
Campus Safety and Security	Dial 0 (on a campus phone) (860) 435-2591 (from an external phone)
Non-Emergency State Police	(800) 497-0403 or (860) 626-1820
Wieler Health Center (non-emergency)	ext. 3226 (from a campus phone)
Deans' Office (non-emergency)	ext. 3739 or 3189 (on a campus phone)

To keep our campus safe, please review policies in the *Almanac* and the Student and Faculty & Staff Portals at www.hotchkiss.org.

- No person is allowed to carry a firearm on School property at any time.
- Explosives of all types, including firecrackers, may not be stored or used on any property of the School, unless it is for the purpose of classroom or laboratory instruction and is under the direct supervision of a faculty member.
- Hotchkiss is a tobacco-free campus.

IN THE EVENT OF A MEDICAL EMERGENCY,
IMMEDIATELY CALL 911 OR
CAMPUS SAFETY AND SECURITY.

If you are unable to make the call, direct someone else to call for you.

AT THE SCENE

- Do not move the injured person unless they are in danger of further injury as a result of their location. Always consider your safety and the safety of others in making this decision in relation to your surroundings (e.g. electrical lines, violence, fire, and chemical exposure).

Conscious Victim

- Ask them questions to obtain a brief history, including: their name, emergency contact, associated medical conditions/medication, and how they are currently feeling.
- If the person is injured, try to find out as much as you can about how the injury occurred.
- Help make the person as comfortable as possible.

Unconscious Victim

- Talk to witnesses in the area for details about what happened.
- If you are trained in CPR or first aid, and you feel comfortable doing so, you may administer treatment according to your training until emergency personnel arrive.

Turn over for AED and Epi Pen locations.

Medical Emergencies

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

- Main Building (CFB): East wing, adjacent to Head of School's office
- Harris House kitchen
- Katherine M. Elfers Hall: Next to water fountain
- Mars Athletic Center (MAC): Main level, northwest corner, overlooking pool across from Athletic Cage
- MAC trainers' room: This unit goes with trainers to the athletic fields.
- Wieler Health Center: Near the entrance, outside of clinic 1
- Monahan Event Space: Basement, adjacent to men's bathroom
- Golf Shack: Behind desk
- Maintenance facility: Outside of grounds supervisor's office
- Cynthia White Children's Center (CWCC): Teachers' room
- Griswold Science Building: Across from Lecture Hall
- All Safety & Security vehicles are equipped

EPI PEN LOCATIONS

- Outside the Dining Hall office
- Wieler Health Center
- With Athletic Trainers
- Security office
- Fairfield Farm
- Head of School's office (same location as AED)
- Katherine M. Elfers Hall (same location as AED)
- MAC (same location as AED)
- Monahan Event Space
- Maintenance barn
- Harris House kitchen (same location as AED)
- Griswold Science Building (same location as AED)

ASSUME ALL FIRE ALARMS ARE REAL AND EVACUATE THE BUILDING.

Do not call the switchboard to ask if a fire alarm is a drill. Refer to the emergency evacuation plan for your office or dormitory for specific instructions.

- Fire extinguishers can be used for small fires. When the alarms are sounding, evacuate the building. **DO NOT ATTEMPT TO FIGHT THE FIRE.**
- Calmly proceed to the nearest exit.
- Do not use elevators.
- Do not disable or attempt to silence any fire alarm. Alarms will be turned off by Security Officers or members of the fire department.
- Once outside, move to a location away from the building that will not interfere with arriving emergency personnel. Avoid gathering near roads and hydrants.
- Contact or advise arriving Security Officer(s) of your observations, including location of smoke, fire, and any persons that may be trapped.
- If weather conditions are poor, or if it appears that it will be some time before you can re-enter, find shelter by proceeding to another building. **PLEASE NOTE:** Depending on the emergency, Main Building may not be the best place to seek shelter. You may be directed to another location.
- Do not re-enter the building until an authority tells you that it is safe to do so, even if the fire alarm has stopped.

Turn over for more.

Fire Safety

Sprinkler System

Some buildings have sprinkler systems, which will activate automatically in the event of a fire. Do not cover or hang articles on the sprinkler heads, as this can prevent them from working properly.

Precautions You Can Take At Any Time

- Keep exits clear of any obstructions.
- Familiarize yourself with all available exits in your office or dormitory.
- Review the *Almanac* for a complete list of prohibited items.
- If cooking, do not walk away from your food.
- Do not use frayed or damaged wiring.
- Do not link multiple extension cords.
- Contact Safety and Security with any fire safety concerns.
- Do not prop fire doors open.
- Contact Safety and Security or submit a work order if you notice a problem with emergency lights.

STAY INFORMED.

Pay attention to updates, especially weather alert/update emails and mass notification announcements.

A **weather watch** is issued when conditions are favorable for a severe thunderstorm, blizzard, or tornado.

A **weather warning** means that severe weather is imminent.

Thunderstorms

To reduce the risk of being struck by lightning during a storm:

- **In a forest:** Seek shelter in a low area under a thick growth of small trees.
- **In an open area:** Go to a low place, such as a ravine or valley. Be alert for flash floods.
- **On open water:** Get to land and find shelter immediately.
- If someone is struck by lightning, contact 911 or Safety and Security.

During a Storm

- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with corded phones and devices, including those plugged into electrical outlets for recharging. Wireless phones not connected to wall outlets are fine to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items, such as computers, and turn off air conditioners. Power surges from lightning can cause serious damage.

Turn over for more.

Weather Emergencies

- Do not wash your hands, take a shower, wash dishes, or do laundry; plumbing and bathroom fixtures can conduct electricity.
- Stay indoors, away from windows and doors.
- Do not lie on concrete floors or lean against concrete walls.
- Avoid natural lightning rods, such as tall, isolated trees in open areas.
- Avoid hilltops, open fields, beaches, and boats in water.
- Avoid contact with metal objects.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

Hurricane

The National Weather Service can generally predict a hurricane's landfall up to 36 hours in advance. In the event of an impending hurricane, the School will provide specific instructions.

Tornado

There may not be enough time for a warning to be issued before a tornado strikes.

- Seek shelter in the sturdiest structure you can find.
- Go to the basement or the lowest level of the building.
- If there is no basement or lower level, go to the center of a small, interior room, such as a closet or hallway, away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- Do not exit the shelter until instructed to do so by a competent authority or via mass notification system.

IF YOU SEE SOMETHING, SAY SOMETHING

If you see or hear something suspicious, contact Campus Safety and Security.
An officer will be assigned to investigate.

- In the case of a **suspicious person(s)**, provide as much detail as you can about the person, their vehicle (including plate #), and current location and/or direction of travel.
- If you receive a **threatening call or e-mail**, report it to Safety and Security. Do not delete threatening or harassing e-mails, text messages, and pictures from your device. They may contain valuable information for law enforcement.
- If you see a **suspicious letter or package**, leave the area. Do not open it, and do not allow others to handle it. Contact Safety and Security. Provide as much detail about the package as you can, including whether it appears to have been opened or contain a powder.

Active Shooter

In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. Depending on the circumstances, you should do **one of the following**:

- **Evacuate**: If there is an accessible escape path, attempt to evacuate the premises.
- **Hide out**: If evacuation is not possible, find a place to hide.
- **Take action**: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Missing Person

- Speak up if you think someone is suspiciously absent.
- Notify Campus Safety and Security or Deans' Office with your concern.
- Security officers will work with either the Deans' Office or the dean on duty regarding the next steps.

Turn over for more.

Campus Disturbances or Missing Person

Bomb Threat

Contact Safety and Security as soon as you receive a bomb threat. Provide as much detail as you can.

If the threat is by phone:

- Ask the caller the exact location of the device.
- Listen carefully to the caller's voice for identifying details (e.g. age, accent, gender).
- Listen for background noises.
- Note the time of the call.
- If possible, keep the person talking. Some questions you might ask:
 - Where is the bomb located? (building, floor, room, etc.)*
 - When will it go off?*
 - What does it look like?*
 - What kind of bomb is it?*
 - What is your name?*
- In the event of an **evacuation**, take only your own personal belongings.
- Report any suspicious conditions (e.g., items out of place)

Barricaded Subject or Hostage Situation

- When safe, **get as far away as you can** from the building and seek shelter. When it is safe to do so, leave the building through the nearest exit.
- Contact 911 or Safety and Security.
- Provide law enforcement with details and information.

If you are not able to leave the building:

- Barricade yourself in a room or office by locking the door and placing furniture and other items in front of the door.
- Remain quiet and put your phone on silent.
- Call 911 or Safety and Security and report what you know.
- Listen for instructions from the mass notification system.
- Wait for a competent authority to guide you out.

IF YOU'RE STRUGGLING, ASK FOR HELP. NO ONE SHOULD FEEL ALONE.

Contact Campus Safety and Security, the Wieler Health Center,
or the Deans' Office for help.

Sexual Assault

What to do if you or a friend has been sexually assaulted:

- Get to a safe place.
- Call for assistance.
- Seek medical attention.

You should seek the help of an adult and medical attention as soon as possible. Reach out to any adult, call Security and ask for help from the Wieler Health Center, or go directly to or call the Health Center (ext. 3226).

If you're not sure if what you've experienced is sexual assault...

If you believe you have had an experience of non-consensual sexual contact, or if you aren't sure, contact the Health Center (ext. 3226) and ask to speak to a counselor, who may be able to help you define and clarify the event.

If a report has been filed, is it confidential?

If you report an alleged sexual assault, we are obligated to inform local law enforcement. This doesn't mean that charges will be filed or that you will have to speak with the police. On campus, we will respect your privacy to the extent that it doesn't interfere with our ability to investigate the incident. As a matter of policy and prudence, we will notify your parent or guardian and relevant School administrators, but we will keep you apprised of who is being informed and why.

Turn over for Suicidal Behavior.

Suicidal Behavior

If you feel a friend or colleague is in imminent danger of harming himself or herself, get help immediately. Do not attempt to manage a situation alone if you can avoid it.

If a student is expressing suicidal thoughts:

- **During the day:** Contact the dean on duty or the Deans' Office. The dean(s) will alert the appropriate response team, which usually includes the dean of students, the Health Center, and others as needed.
- Escort students in need of help or counseling to the Health Center, which is staffed by trained crisis responders.
- **At night:** Alert a responsible adult, such as a dormitory faculty member, Campus Safety and Security officer, or a Health Center employee.

If a faculty or staff member is expressing suicidal thoughts:

- Talk to your manager about the situation.
- Contact Human Resources for guidance.
- Provide as much detail as possible regarding your concern, including social media messages, notes, etc.
- In Connecticut, mental health issues that may require confinement could become a law enforcement matter. In an emergency, concerns regarding an adult may require a call to law enforcement through the 911 system.

Additional resources if you need to talk:

- **National Suicide Prevention Lifeline:** 1-800-273-TALK (8255)
Live chat and help: www.suicidepreventionlifeline.org
- **The Trevor Project Lifeline:** 1-866-488-7386
Live chat and help: www.thetrevorproject.org
Provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people, ages 13-24.

ENJOY THE HOTCHKISS GROUNDS SAFELY.

Water Safety

Be sure to read the *Almanac* for the complete list of rules and regulations regarding Water Safety at www.hotchkiss.org/almanac. Swimming is confined to the Hixon Pool or The Hotchkiss Beach on Lake Wononscopomuc. The School administers a swim test to all new students; those who do not pass the test will be offered lessons.

Water Rescue

Before you take a rescue action, call for help. There is an emergency phone at the beach and at the Boathouse. Do not swim in the Hixon Pool without a lifeguard.

- **REACH:** NEVER jump into the water to rescue a person or pet in distress. Reach while lying on your stomach to avoid being pulled into the water. If possible, reach with an elongated item that the distressed person can grab.
- **THROW:** Items to THROW are those that float. There is a throw ring buoy mounted on a post at the Beach.
- **Don't GO:** Do not attempt a rescue by jumping into the water. A distressed or panicked person can endanger you if they attempt to pull you for flotation. If the distressed person is not conscious, do not jump into the water unless you have a flotation device in your possession.

Wildlife

Bats, raccoons, skunks, and other wildlife can be seen on campus often. Decrease the likelihood of attracting wildlife to campus by removing birdfeeders from late March through November, and keeping garbage inaccessible. Safety and Security can be called to remove wild animals. Some animals may carry rabies. If you are bitten or scratched, or think you have been exposed to rabies, wash the exposed area with soap and warm water, and report any contact to Safety and Security as soon as possible.

Bears

In most situations, if left alone and given an avenue for escape, a bear will usually wander away. Often, a bear will climb a tree to avoid people.

- Observe from a distance — do not attempt to follow it or get a closer look. Advise others to do the same; a crowd of bystanders will only stress the bear.
- Hike in groups. Back away slowly if you surprise a bear nearby.
- Do not run or climb a tree. Wait inside until the bear leaves the area.
- If the bear approaches you, make loud noises, wave your arms, and throw objects at the bear. Black bears rarely attack humans.
- Keep dogs on a leash and under control. A roaming dog might be perceived as a threat to a bear or its cubs.

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Campus Safety and Security

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(from an external phone)

Non-Emergency State Police
Wieler Health Center (non-emergency)
Deans' Office (non-emergency)

(800) 497-0403 or (860) 626-1820
ext. 3226
ext. 3739 or 3189

Additional alerts and safety tips may be provided via the School's mass notification system, email communications, and www.hotchkiss.org. Non-emergency work orders can be submitted via email to workorders@hotchkiss.org or by contacting Security at the number listed above. As cell service can be unreliable on campus, please familiarize yourself with the locations of landline phones near your work space and living areas.

WHEN YOUR CALL IS ANSWERED BY THE 911 OPERATOR OR CAMPUS SAFETY AND SECURITY:

- Stay calm.
- Provide as much detail as you can about the type, extent, and location of the emergency.
- Provide your name.
- Safety and Security is automatically notified whenever a 911 call is placed on campus.

If it is safe to do so:

- Stay on the phone, even if you are put on hold. The dispatcher will let you know when you can end the call.
- Remain in the area and let emergency personnel know who you are.
- If you're calling from a cell phone, stay on the line, even if you have to move. If possible, ask someone else to contact Safety and Security.