

Trinity College Emergency Guide

Table of Contents

Emergency Numbers	2
Dialing 2222	3
Preparedness	4
Emergency Notification	7
Evacuate	9
Shelter-in-Place	12
Immediate Violent Threat	14
1. Active Shooter or Assailant	14
2. Violence on Campus	18
3. Bomb Threat	21
Suspicious Activity or Package	23
1. Suspicious Person or People	23
2. Suspicious Vehicle	24
3. Suspicious Package or Mail	25
Severe Weather	29
1. General Advice	30
2. Severe Flood	31
3. Tornado	32
4. Hurricane	33
5. Earthquake	34
6. Power Outage	35
Medical Emergency	37
1. Public Access Automatic External Defibrillators (AEDs)	38
2. First Aid Kits	38
3. Hazardous Materials	39
Fire or Explosion	42
1. Fire Alarm	42
2. Explosion	45
Returning to Normalcy	46
Replacing Vital Documents	48

Trinity College Emergency Guide

Immediate EMERGENCY response

Department of Campus Safety: 2222

Local Law Enforcement: 911

Local Fire Department: 911

Emergency Medical Services: 911

NON-EMERGENCY response

Trinity College Campus Safety: 860-297-3333

Trinity College Facilities: 860-297-2444

Hartford Hospital: 860-545-5000

St. Francis Hospital: 860-714-4000

Hartford Police Department: 860-757-4000

West Hartford Police Department: 860-523-5203

Hartford Fire Department: 860-757-4500

East Hartford Police Department: 860-528-4401

East Hartford Fire Department: 860-291-7400

Trinity College Emergency Guide

Reporting an Emergency ON Campus

When you are on campus, dial **2222** on a campus landline or use a campus emergency blue lighted phone. When notified of an emergency, the Department of Campus Safety will request the services of local law enforcement agencies, fire departments, and emergency medical services as necessary.

To report an emergency on campus to the Trinity College Department of Campus Safety with your cell phone, dial **860-297-2222**.

When you are on campus, dialing 911 from your cell phone will direct your call to another area law enforcement agency—**NOT** the Trinity College Department of Campus Safety. This may delay the response time to your emergency.

Reporting an Emergency OFF Campus

When you are off campus, dialing 911 from any phone—cell or landline—will directly connect you to the local law enforcement agency with jurisdiction over the location of the emergency.

When Reporting an Incident to Emergency Personnel

When you need Department of Campus Safety Personnel, Police, Fire, or Emergency Medical Services:

- Remain calm – your actions influence others.
- Tell the dispatcher you are at Trinity College and give:
 - The exact name and location of the building
 - Your full name
 - The telephone number from which you are calling, in case you are disconnected
 - The nature of the emergency (describe clearly and accurately)
 - Remain calm and do not hang up as additional information may be needed
 - If possible, have someone else or yourself meet emergency personnel outside of the building.

Trinity College Emergency Guide

PREPAREDNESS

Emergencies, accidents, and injuries can occur at any time and without warning. Trinity College has established procedures to minimize the effects of such situations. Become familiar with your department's Emergency Operations Plan (EOP) and procedures as well. This will enhance your ability to protect yourself and others.

How to Prepare at Work

What can I do to be better prepared at work?

- Review your departmental Emergency Operations Plan (EOP).
- Have an emergency kit at your work environment.
- Participate in emergency preparedness exercises and training programs.
- Know your building's floor plan and be familiar with buildings where you visit often—especially the locations of the stairwells, fire extinguishers, manual pull stations, Automatic External Defibrillators (AEDs) and alternate exits.
- In an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. When exit signs are not visible in heavy smoke, you can count the number of doors you before you reach the exit door.

How to Prepare in a Residence Hall

What can I do to be better prepared in my residence hall?

- Create and store a Dorm Emergency Preparedness Kit in an easy-to-find, dry location.
- Keep fire alarms, smoke and carbon monoxide detectors, and sprinkler heads free of obstruction.
- Do not overload circuits and electrical outlets.
- Secure valuables and always lock your door.

How to Prepare at Home

What can I do to be better prepared at home?

- Know how to escape from your home, regularly check smoke detectors, and have fire extinguishers.

Trinity College Emergency Guide

- Make an emergency kit that will last up to 72 hours.
- Prepare yourself and your family at home so that they will know what to do, where to go, and how to cope in an emergency.

Automobile Preparedness

What can I do to be better prepared while driving?

- Place a Car Emergency Preparedness Kit in your vehicle.
- Secure valuables and always lock your car doors.
- Keep a spare key in a secure location and remember where it is.

Emergency Preparedness Kits

Everyone should have some basic supplies (a kit) on hand, ready to sustain them in an emergency. Prepare a large, fully stocked kit for home and smaller portable kits for your workplace, your car, and other places where you frequently spend time.

A basic kit usually consists of the following:

- Non-perishable and high-energy food items.
- Water in bottles or other sealed containers.
- Medications (must be properly safeguarded), first aid kit, and sunscreen.
- Warm clothes (like sweaters and coats) and comfortable shoes and socks.
- Flashlight and batteries.
- Battery-operated radio and batteries.
- Cash
- Extra charger for your current cell phone.
- Books, pack of cards, etc.
- Also include enough food and water for your pets.

Contents can be kept in a backpack, plastic storage box, or a five-gallon pail. Check your kits at least once every six months to assure that everything is in good order.

For further information, visit www.ready.gov/build-a-kit

Trinity College Emergency Guide

Contact Cards and I.C.E. (In Case of Emergency) Information

Complete a contact card to carry in a wallet, purse, or backpack. Be sure that the card addresses:

- Your name.
- Special health, diet, and medical needs. Include known allergies and current medications.
- An emergency contact (a friend or relative, ideally one nearby and one a safe distance away) to notify and relay emergency news about you. Be sure to notify these people that you have listed them as emergency contacts.
- Post emergency contact numbers by the phone in your room. Store your emergency contacts' phone numbers in your cell phone under "I.C.E." (In Case of Emergency).
- If you have children, also include the contact information for your child care provider with your emergency contacts.
- Special I.C.E. phone applications also exist. If you are unconscious or unable to call, responders may look for this information on your cell phone.

<p>Personal Information</p> <p>Name: _____</p> <p>DOB: _____</p> <p>Known in Allergies: _____</p> <p>Medications: _____</p> <p>_____</p> <p>Medical Conditions: _____</p> <p>_____</p> <p>Other information: _____</p>	<p>Trinity College</p> <p>Call Campus Safety at 860-297- 2222 for help</p> <p>-----Fold-----</p>
<p>Emergency Contact Information</p> <p>Contact Name: _____</p> <p>Contact #: _____</p> <p>Relationship: _____</p> <p>Alternate Emergency Contact Information</p> <p>Contact Name: _____</p> <p>Contact #: _____</p> <p>Relationship: _____</p>	<p>In Case of Emergency (I.C.E.) Contact Card</p>

Trinity College Emergency Guide

EMERGENCY NOTIFICATION

TrinALERT is the primary way that Trinity officials will contact students, faculty, and staff with critical communications during an emergency.

The purpose of the TrinALERT system is to enhance the College's ability to provide timely notification to as many campus community members as possible during an emergency situation and will be used when there is an imminent and on-going threat to the safety of the campus community at large. Note: Parent contacts will be included in notifications only at the discretion of the Emergency Management Team.

Emergency notifications through TrinALERT will attempt to reach you several times through some combination of the following methods:

1. Cell phone (text and voice messages)
2. Trinity office phone
3. Default Trinity e-mail account
4. Alternative e-mail address (optional)
5. Home phone (usually not during system tests)
6. Desktop alerts – classroom and public lab computers
7. Twitter @TrinityCollege

Desktop Alerts: Computers in classrooms, labs, and public spaces have been upgraded to display a full-screen message when TrinALERT is activated. After reading the alert, simply click the Acknowledge button to dismiss the notification.

Twitter: TrinALERT broadcasts may include tweets sent through Twitter. In addition to registering your phone numbers and e-mail addresses above, we recommend following us on Twitter as a backup means of receiving alerts.

Important Twitter update: while previously TrinALERT has been shared via a @TrinityALERT Twitter account, the Emergency Management Team will now use @TrinityCollege when sending emergency alerts through Twitter.

Trinity College Emergency Guide

- Twitter users: follow @TrinityCollege

You may receive a combination of message types (phone, text, e-mail) and repeated messages as the system cycles through the list of contacts. Phone calls from TrinALERT will follow the standard Trinity prefix format: 860-297-####. Text messages will be sent from five-digit "short codes."

The "urgent voice," "urgent text," and "urgent e-mail" contacts that you provide will only be used for emergency purposes. This contact information will not be sold or distributed, and this system will not be used for advertisements.

Although there is no charge to register for TrinALERT, your cellular service provider's standard voice and text messaging charges will apply as determined by your individual service plan. Students who do not wish to participate in the system or wish to un-register will need to discuss this decision with the Dean of Students Office and complete an acknowledgement form.

Visit the Trinity College Portal to update your information: my.trincoll.edu/. If you have problems registering or logging in, contact the ITS Help Desk at 860-297-2100 or Email: helpdesk@trincoll.edu.

For further information, visit <http://www.trincoll.edu/cs/trinalert/>.

Trinity College Emergency Guide

EVACUATE

Before an Emergency Requiring Evacuation

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

During an Evacuation

If time and conditions permit, secure your workplace and take important, easily accessible items with you, such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, **do not** open it.
- Walk; **DO NOT** run, push, or crowd.
- Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so that you can hear emergency instructions.
- Assist people with disabilities.
- Unless otherwise instructed, move quickly away from the building towards an assembly point.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, **DO NOT** return until notified that it is safe.

Individuals with Disabilities at Trinity College

Trinity College has the office of Student Accessibility Resources to assist those with disabilities on campus. The services for students with medical, physical and psychological disability are offered as shown below.

- Individualized accommodation for those with a documented disability.
- Consultations with supervisors and professors to assist in the accommodation process.
- Physical and programmatic access.

Trinity College Emergency Guide

- Education and training for all departments on ADA disability issues.
- Review of policies and procedures to ensure non-discrimination practices.
- Outreach programs.

Evacuation of Individuals with Disabilities

For more information on this topic, students should contact the Office of Residential Life and Student Accessibility Resources. You should consider that there might be someone near you who may need help during an evacuation. **REMEMBER**, the best way to help someone during an evacuation is to first consult with the person regarding how best to assist.

- Student Accessibility Resources
860-297-4025

Individuals with Mobility Limitations

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- Lifting a person with minimal ability to move may be dangerous to you or them.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.

Visually Impaired Individuals

Many of the visually impaired will be familiar with their immediate work area. In an emergency, describe the nature of the situation and offer to act as a “sighted guide” by offering your elbow and escorting him or her to a safe place. While walking, describe where you are and advise the individual of any obstacles. When you are at a safe place, orient the person as to where you are and ask if any further assistance is needed.

Trinity College Emergency Guide

Hearing Impaired Individuals

People with impaired hearing may not perceive emergency alarms; therefore, an alternative warning technique is required. There are two possible methods of warning those:

- Write a note describing the emergency and nearest evacuation route.
- Turn the light switch off and on to gain attention and then indicate through gestures what is happening and what to do.

Trinity College Emergency Guide

SHELTER-IN-PLACE

When it is necessary to shelter-in-place, you will be the safest when you place a locked door or other barricade between you and the associated violence or danger.

How Do I Shelter-in-Place?

REMAIN CALM!

- If you are outside during a shelter-in-place emergency, you should quickly get indoors to a safe place.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room without windows and lock or barricade the doors.
- To minimize vulnerability, turn off lights, **silence phones**, close curtains and blinds, and move away from windows.
- **PREPARE FOR ACTION** (should your space become unsafe).
 - Follow the instructions in the message exactly. To keep lines open for those who need help, stay off your cell phone and do not call emergency numbers unless you are calling with emergency information or are in immediate danger.
- Await further instruction from TrinALERT and emergency personnel.
- **DO NOT** leave until you are instructed to do so or the emergency has passed.

What If Someone Wants to Enter a Secure Area?

The area needs to remain secure if there is any uncertainty about the safety of the individuals inside the room or building. If you allow someone to enter a secure location, it may endanger you and others.

USE GOOD JUDGMENT.

If individuals who are outside the secured door wish to get in, you should consider several factors below to determine before allowing people to come in.

Trinity College Emergency Guide

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the shelter-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If you have decided to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

Remember, always use common sense.

There are exceptions to all guidance and prescribed directions.

Trinity College Emergency Guide

IMMEDIATE VIOLENT THREAT

Remember, if you are witness to violent acts or behavior, immediately move away from the incident and then call the Department of Campus Safety (dial 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone). If you hear about an incident on campus, please stay away from that area.

1. Active Shooter or Assailant

An active shooter is a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff, or a random victim. It might involve just one room or multiple locations. Every situation is unique. A shooting can occur anytime, anyplace, and involve anyone.

What to Do If There Is an Active Shooter or Assailant

- Try to remain calm; your actions will influence others.
- Have a survival mindset because the consequences are potentially catastrophic.
- You need to take immediate responsibility for your personal safety and security.

Immediate Actions

- If possible, move away from the threat as fast as you can.
- If you cannot flee, lock and barricade doors.
- If there are no locks, barricade the door with furniture.
- Take adequate cover or protection behind solid objects, such as concrete walls, thick desks, and filing cabinets, as far away from the door as possible.
- If the assailant enters your room and leaves, lock or barricade the door after he or she has left.
- If it is safe to do so, allow others to seek refuge with you.

Protective Actions

- Close blinds and cover windows, and turn off lights.

Trinity College Emergency Guide

- Turn off all computer monitors, radios, and other electronic equipment.
- Silence cell phones, before calling the Department of Campus Safety.
- If it is safe to do so, place signs in exterior windows to identify your location and the location of those that are injured.

If You Are in an Unsecured Area

- If you find yourself in an open area, immediately seek protection.
- Put a barrier between you and the assailant.
- Consider trying to escape if you know the location of the assailant and there is an escape route immediately available.
- If in doubt, find the safest area available and secure it the best way that you can.
- If the shooter confronts you and you cannot flee, you may choose to play dead when other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you cannot get into the first building you come to, keep moving and try the next building.

Keeping the Area Secure

- The assailant may not stop until his or her objectives have been met or until engaged or neutralized by law enforcement.
- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- Be aware that the assailant may bang on the door, yell for help, or entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- If you hear a fire alarm, stay inside your secure location unless you see smoke or fire.

Trinity College Emergency Guide

Law Enforcement Response

- The Department of Campus Safety will immediately respond to the area, assisted by other local law enforcement agencies if necessary.
- Remember that help is on the way; try to remain calm.
- Law enforcement will locate, contain, and stop the assailant before providing care for victims.
- Remain inside a secure area. The safest place for you to be is in a secure room.
- The assailant may not flee when law enforcement arrives, but instead may target arriving officers.

If There Are Injured People Around You

- Attend to their needs as best as possible
- Once the threat is neutralized, Department of Campus Safety, Police and Emergency Medical Services will begin treatment and evacuation.

Evacuation

- Responding officers will establish safe corridors for persons to evacuate. This may be time consuming, so remain calm and be patient.
- You may be searched, instructed to keep your hands on your head, or even placed in handcuffs – it is important that you cooperate.
- You may be escorted out of the building by law enforcement personnel; listen carefully and follow their directions.
- After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, etc.
- Remain in secure areas until instructed otherwise. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Trinity College Emergency Guide

Reporting an Incident by Calling Department of Campus Safety

When calling Campus Safety (dial 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone), do not hang up. Be prepared to provide as much information as possible:

- **WHERE:**
 - Where is the incident taking place?
 - Where are you located?
 - Where is the assailant?

- **WHO:**
 - What does the assailant(s) look like?
 - Do you recognize the assailant?
 - Do you know his/her name?

- **WHAT:**
 - What is the assailant carrying?
 - What type of weapon(s) did you see?
 - A handgun, rifle, or explosive?
 - Was he or she carrying a backpack, bag, or carrying case? What did it look like?
 - What did you hear before, during, and after the confrontation? Explosions?
Gunshots?

- **HOW:**
 - How is the assailant communicating?
 - What language is being used?
 - What threats or commands are being said?

Trinity College Emergency Guide

2. Violence on Campus

Workplace Violence

In a workplace environment, it is hard to predict the origin of the next threat. Assaults in incidents across the nation have been students, employees, and visitors. In many cases, there are no obvious specific targets; the victims are unaware of that fact that they are a target. In order to protect yourself and others, try to be aware of your surroundings, take common sense precautions, and heed any warning information. Violent incidents, such as an act of terrorism, active shooter, assaults, or other forms of violence, can occur on or near the campus with little or no warning.

Some Indicators of Potential Violence

If one or more of the following is present, then the risk for potential violence may become a little higher:

- Attempts to harm or kill self.
- Extreme or sudden changes in behavior.
- Unexplained increase in absenteeism.
- Decreased performance in work or academics.
- Resistance to change or reasonable limits.
- Over-reacts to changes in policies and procedures.
- Numerous conflicts with others.
- Alienates or isolates self from others.
- Displays paranoia or distrust.
- Difficulty learning from past behaviors or experiences.
- Makes statements indicating approval of use of violence to resolve a problem.
- Identifies with or idolizes persons who have engaged in violence toward others.

Before Campus Violence Occurs

Every campus office or department should perform an initial assessment to identify concerns and/or workplace security issues. If it is determined that campus employees are at significant risk, the responsible manager or supervisor should contact the Department of Campus Safety for

Trinity College Emergency Guide

additional information and training. Additional information on how to minimize the risk of workplace violence and to recognize the warning signs of potentially violent individuals can be downloaded from the United States Department of Labor website at:

<https://www.osha.gov/SLTC/workplaceviolence/>.

Trinity College Threat Assessment Team

The mission of the Threat Assessment Team is to determine if some individual poses — or may reasonably pose—a threat of violence to self, others, or Trinity College community, to intervene to avert the threat, and to maintain the safety of the situation. This team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons prior to a critical incident in an attempt to prevent a targeted act of violence so that Trinity College campus remains a safe and secure working and learning environment.

If you have any concerns about someone’s behavior, please contact one of the following offices to share your information:

- **Trinity College Department of Campus Safety**
860-297-2222
- **Trinity College Human Resources Department**
860-297-2272
- **Trinity College Dean of Students Office**
860-297-2156

What to Do If Workplace Violence Occurs

Follow these recommendations if you are a part of or witness acts of violence in the workplace:

- Secure yourself in a safe location.
- Call for medical assistance if necessary (Dial 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone).
- Report the incident to the Department of Campus Safety as soon as you can if they have not already been notified.

Trinity College Emergency Guide

- Secure the area where the incident occurred. The area may be considered a crime scene, so leave everything untouched until the police arrive.
- If business must continue, shift personnel as needed to cover essential work functions.
- Be supportive. The victim(s), witnesses, and other employees may need access to counseling services. Contact the Human Resource Office at Trinity College for guidance or assistance as needed.

Trinity College Emergency Guide

3. Bomb Threat

Bomb threats are particularly disruptive to the education process and must be taken seriously, and carefully analyzed. If an explosion occurs at any time, immediately report the explosion by dialing 2222 on a campus landline, using a campus emergency blue lighted phone or dialing 860-297-2222 on your cell phone.

What to Do if You Receive a Threat

Incident bomb threats are usually received by telephone, sometimes by note or letter. Although most bomb threats are made by callers who want to create an atmosphere of anxiety and panic, all calls must be taken seriously. If you receive a threat of any kind, immediately **call the Department of Campus Safety**. If possible, get a coworker to do this while you continue talking with the caller. Permit the caller to say as much as possible without interruption. **THEN**, ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

Record What You Hear

Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the Bomb Threat Check List on the following page. Write down the caller's exact words. Also, record the exact time that the call was received and the following information about the caller:

- The perceived sex, age, accent, and education of the caller.
- The location of the caller and any background noises that you hear.
- A description of the caller's attitude.
- A description of the caller's style of speech, speech impediments, or speech traits.

Trinity College Emergency Guide

BOMB THREAT CHECK LIST

Date: _____ Time Call Received _____ Time Call Terminated _____

Number where the call was received _____ Who received the call? _____

Exact Wording of the Threat: _____

When possible, ask the caller the following questions

“When is the bomb going to go off?” _____

“Where is the bomb right now?” _____

“What does it look like?” _____

“What kind of bomb is it?” _____

“What will cause it to explode?” _____

“What is your name?” _____

“Did you place the bomb?” _____

“Why?” _____

“What is your address?” _____

“Is there a special way to identify the bomb?” _____

Other: _____

Describe the caller’s voice (check how he/she sounds)

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Ragged/Raspy	<input type="checkbox"/> Slow	<input type="checkbox"/> Excited	<input type="checkbox"/> Laughter	<input type="checkbox"/> Crying
<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp	<input type="checkbox"/> Fast	<input type="checkbox"/> Familiar
<input type="checkbox"/> Deep	<input type="checkbox"/> Nasal	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Disguised	<input type="checkbox"/> Accent	<input type="checkbox"/> Cracked Voice	<input type="checkbox"/> Soft
<input type="checkbox"/> Slurred	<input type="checkbox"/> Loud	<input type="checkbox"/> Other:	_____			

Describe the caller’s language

<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
<input type="checkbox"/> Foul Languages	<input type="checkbox"/> Tapped Message	<input type="checkbox"/> Message Read by Threat Maker

Remarks: _____

Describe the background sounds (check the sounds you hear)

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Office Machinery
<input type="checkbox"/> Voice	<input type="checkbox"/> Music	<input type="checkbox"/> Motor
<input type="checkbox"/> House Noises	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Clear
<input type="checkbox"/> Static: PA System or Local?	_____	<input type="checkbox"/> Other: _____

Trinity College Emergency Guide

SUSPICIOUS ACTIVITY OR PACKAGE

If you are witness to violent acts or behavior, immediately move away from the incident and call the Department of Campus Safety (dial 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone). If you hear about an incident on campus, please stay away from that area.

1. Suspicious Person or People

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- **Do not** physically confront the person.
- **Do not** let anyone into a locked building or office.
- **Do not block** the person's access to an exit.
- Call Campus Safety at 2222 or 860-297-2222. Provide as much information as possible about the person and his or her direction of travel.

In your description of the person, include the following information:

- Age
- Race
- Clothing
- Height
- Weight
- Sex
- Hair
- Eye color
- Weapons
- Any other descriptors you noticed, ie: tattoos, piercings, backpack, footwear...

If a suspicious person is standing at your car, or near a parking spot, just keep going. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in. If unsure, call Campus Safety or have someone escort you to your vehicle.

Trinity College Emergency Guide

2. Suspicious Vehicle

Signs of suspicious vehicles include:

- Missing or forged license plates.
- Covered or taped windows.
- Any vehicle that appears overloaded or has any substance leaking from it.
- Any vehicle containing drums, barrels, or other bulk containers.
- Any vehicle with wires, batteries, unusual packages contained within it.
- Parked illegally, parked at an unusual location, or appears to be abandoned.

If you see a vehicle that appears to be suspicious, immediately call Campus Safety. Give the dispatcher the following information:

- The exact location of the vehicle in question.
- A description of the vehicle, including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.

Trinity College Emergency Guide

3. Suspicious Package or Mail

If there is a threat and you see a package or foreign object, **DO NOT** touch it. Immediately **dial 2222 on a campus landline or use a campus emergency blue lighted** to report any unusual objects or items.

Note: Building evacuations will be based upon available information and the evaluation of responding professional.

The College and law enforcement authorities take postal threats very seriously. The following guidelines will help you identify suspicious packages and provide procedures to follow if you receive a suspicious mail.

Suspicious Characteristics in a Letter or Package

A suspicious letter or package may exhibit the following characteristics:

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail, or special delivery.
- Hand written or poorly typed address.
- Restrictive markings such as confidential, personal, etc.
- Excessive securing—material such as masking tape, string, etc.
- Incorrect titles or titles without names present.
- Oily stains or discoloration.
- Visual distractions.
- Lopsided or uneven.
- No return addresses.
- Protruding wires or tinfoil.

Suspicious Package Procedure

Follow these recommendations if you believe you have received a suspicious package or envelope:

Trinity College Emergency Guide

- From a safe location, notify the department of Campus Safety immediately by **calling** 2222 on a campus landline, using a campus emergency blue lighted phone or dialing 860-297-2222 on your cell phone.
- Move people away from the package and limit access to the area.
- **DO NOT** move or open the package.
- **DO NOT** investigate too closely.
- **DO NOT** cover, insulate or place the package into a cabinet or drawer.

Written Threat

If a written threat warning of an explosive device (or other danger) is received, contact the Department of Campus Safety immediately by **calling** 2222 on a campus landline, using a campus emergency blue lighted phone or dialing 860-297-2222 on your cell phone. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, you should avoid handling the letter or package. Every effort must be made to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks. These are essential to tracing the threat and identifying the author.

Letters with Powders Inside

If you recognize a threatening note or suspicious powder inside when you open a letter, do not panic and remain calm. There have been many threatening notes and hoax powder incidents that were ultimately determined not to be biologically hazardous. Also, many shippers dust the shipped items with a cornstarch powder to prevent moisture, static electricity or keep items from sticking to the packaging. In those cases, you can easily solve the problem by calling the manufacturer or shipping company.

If there is a suspicious substance or a threat, do not shake the letter or carry the suspected item away from the area. Place the suspect item inside a plastic bag or other container. Advise people in the area to move away to limit the possibility of anyone else being exposed. Remove people who are exposed to a different area and keep them together as a group. This isolation from other employees and students will reduce the number of possible decontamination subjects.

Trinity College Emergency Guide

Keep calm but isolate yourself from other people. Anthrax—a bacterial illness—is not contagious, but spores can be spread through direct contact. Before you leave the area, make sure you know where to go and your supervisor or someone else is aware of your new location.

The United States Postal Service poster on the next page provides examples of suspicious letters and parcels.



SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU,
YOUR BUSINESS, AND YOUR MAILROOM

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

- 1** Handle with care.
Don't shake or bump.
- 2** Isolate it
immediately.
- 3** Don't open,
smell, touch, or taste.
- 4** Treat it as suspect.
Call local law
enforcement authorities.



IF YOU SUSPECT THE MAIL MAY CONTAIN:

A BOMB:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A RADIOLOGICAL THREAT:
Limit Exposure — Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A BIOLOGICAL OR CHEMICAL THREAT:
Isolate — Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

Trinity College Emergency Guide

SEVERE WEATHER

When severe weather is expected to impact your area, it will be the safest for you to move inside to a building space that protects you from the danger.

DO NOT lock doors behind you as others may also need to move inside.

REMAIN CALM!

- Immediately seek shelter inside the closest sturdy building.
- Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- **DO NOT** use elevators.
- Await further instruction from TrinALERT and emergency personnel.
- **DO NOT** leave until you are instructed to do so or the emergency has passed.
- During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense.

There are exceptions to all guidance and prescribed directions.

Weather Definitions

Watch

- Conditions that are favorable for the development of severe weather.
- Closely monitor the situation in case it gets worse.

Warning

- The times when severe weather has actually been observed.
- Listen closely to instructions provided by weather radios and emergency officials.

Trinity College Emergency Guide

When severe weather occurs, the administration will determine whether the college offices will be closed. Check the web page of Trinity College, call the weather hotline, or listen to local TV and radio news broadcasts for this information. Remember, weather emergencies can pose a serious threat. Always stay calm and alert!

1. General Advice

Follow these general recommendations if severe weather occurs:

- If weather conditions appear threatening, listen for a **WATCH** or **WARNING** through commercial radio, weather radio, and local television.
- Keep a small, battery-operated radio on hand to listen to. It is a good way to stay informed.
- Use telephones for emergency calls only.
- Stay away from downed power lines.
- **DO NOT** handle live electrical equipment in wet areas.
- Leave the area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained.
- Report injuries by calling **2222 on a campus landline, using a campus emergency blue lighted phone or dialing 860-297-2222 on your cell phone.**
- **DO NOT** move injured persons unless they are in immediate danger.
- Report damage on campus to Facilities Services.

Trinity College Emergency Guide

2. Severe Flood

Follow these recommendations if there is news of a flood in your area:

- Be prepared to evacuate or to shelter-in-place at a moment of notice.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly.
- Flash floods can occur in these areas with or without warning clouds or rain.
- Listen to area radio and television stations and a NOAA Weather Radio for possible flood warning, reports of flooding in progress, or other critical information from the National Weather Service.

Trinity College Emergency Guide

3. Tornado

Follow these recommendations if there is news of a tornado in your area:

- If you hear about a tornado in your area, **DO NOT** wait until you see it.
- Seek indoor shelter in the lowest level possible, in an interior room or hallway away from windows and doors.
- Crouch near the floor or under heavy, well supported objects. Cover your head.
- Avoid windows, corridors with windows or large free-standing expanses (such as auditoriums and cafeterias).
- **DO NOT** use elevators during a tornado warning.
- If you are caught outside with no shelter, lie flat in a ditch or depression and cover your head.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Trinity College Emergency Guide

4. Hurricane

Follow these recommendations if there is news of a hurricane in your area:

- Follow the instructions of local emergency management personnel regarding evacuation.
- If hurricane conditions already exist outside your location, stay put.
- Find shelter as best you can and wait it out. The most violent conditions are likely to pass in 24 hours or less.
- Secure the space by shutting and locking all windows and doors.
- Try to locate supplies you may need — such as food, water, a radio, etc.

Trinity College Emergency Guide

5. Earthquake

Follow these recommendations if you experience an earthquake in your area:

- If indoors, drop to the ground and take cover by getting under a sturdy table or a piece of furniture.
- Hold on until the shaking stops.
- If there is no a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from anything that could fall, such as lighting fixtures or heavy bookcases.
- Use a doorway for shelter only if it is nearby and if you know it is a strongly supported.
- Stay inside until the shaking stops and it is safe to move about. Injuries occur the most when people inside buildings attempt to move during the earthquake.
- Beware of aftershocks.
- If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.

Trinity College Emergency Guide

6. Power Outage

If a power outage occurs and it is an emergency, call 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone.

Otherwise, follow the steps below:

- Notify Trinity College Facilities during regular business hours between 7:00 AM and 4:30 PM.
- If it is after hours, notify the Department of Campus Safety. **Remain calm!**
- Wait a few minutes for emergency power to come on and provide emergency lighting.
- If evacuation of the building is required, assist any disabled persons and use the stairway to exit.
- **DO NOT** use elevators.
- Unplug all nonessential electrical equipment, televisions, and computers.
- Turn off light switches and other equipment as a surge may blowout when power is restored.
- Use TrinALERT system or contact Campus Safety for further information regarding scope and expected duration of outage.

A Power Outage in a Laboratory or Research Facility

Follow these recommendations if a power outage occurs in a laboratory or research lab:

- Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off. Also, consider what could happen if power is unexpectedly restored.
- Notify the lab supervisor immediately.
- Take actions to preserve human and animal safety as well as research.
- Keep essential research refrigerators and freezers closed throughout the outage to keep them cold.
- If conditions are hazardous, notify the Department of Campus Safety.
- If a laboratory fume hood is non-operational, cap all open containers and close the sash.

Trinity College Emergency Guide

When You Are Trapped in an Elevator

If you are trapped in an elevator, push the “Call for Help” button. Speak with the dispatcher and identify the building, elevator number, and floor. You may use cell phone to call Campus Safety at 860-297-2222.

When Others Are Trapped in an Elevator

If someone is trapped in an elevator because of a power outage, call the Department of Campus Safety.

- Give specific directions on how to get to the inoperative elevator.
- If emergency services are requested, have someone meet them outside of the building.
- Tell passengers to remain calm and let them know help is coming.
- Talk to passengers until emergency personnel arrive.

Trinity College Emergency Guide

MEDICAL EMERGENCY

In the event of a serious illness or injury, call 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone.

If a serious injury or illness occurs on campus, immediately call the Trinity College Department of Campus Safety. Campus Safety personnel are trained in First Aid/CPR/AED who can assist in medical emergencies until an ambulance arrives.

If further assistance is required, the Campus Safety will request EMS and will escort EMS personnel to the scene. Provide the following information to the dispatcher:

- Exact location of the victim.
- Call back information (your name and phone number) in case you are disconnected.
- Sex and approximate age of victim.
- Nature of injury or illness.
- Pertinent medical history, if known.

What to Do Until Help Arrives

- **Remain calm.**
- If available, send someone to meet the officer.
- Keep victim still and comfortable. **DO NOT** move the victim unless he/she is in immediate danger.
- Ask the victim, “Are you okay?” and “What is wrong?” Does the victim respond?
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.

In case of a minor injury or illness, provide First Aid care. Note the location of the First Aid kits and the names of First Aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED.

Trinity College Emergency Guide

1. Public Access Automatic External Defibrillators (AEDs)

In addition to deploying Automatic External Defibrillators (AEDs) with Department of Campus Safety Officers on patrol, Public Access Automatic External Defibrillators (AEDs) are located in the Operations Buildings below:

PUBLIC AED LOCATIONS
Ferris Athletic Center - lobby
Ferris Athletic Center - entrance to fitness room
Ferris Athletic Center – outside erg tanks
Ferris Athletic Center – pool deck
Ferris Athletic Center – field house
Ferris Athletic Center – squash courts
Ferris Athletic Center – unit D
Vernon Social
Chapel
Mather Hall (main entrance in the ATM lobby)
Library (Level A by the Circulation Desk)
Trinity Commons (Level 1 in the east corridor)
Austin Arts Center (lobby)
Admissions (level 2 by stairwell)
CineStudio
Health Center
Campus Safety Supervisor vehicle

2. First Aid Kits

Keep a well maintained First Aid Kit at your desk, in your car, and at home. Each kit should contain the following items at the very least:

- Adhesive bandages and roller bandages (ACE)
- 4”x 4” gauze pads
- 1” cloth tape
- Alcohol swabs
- Eye rinse for contact wearers
- Hot/cold pack
- Medical shears & tweezers
- CPR mask & nitrile gloves
- Aspirin/ Tylenol/Ibuprofen

Trinity College Emergency Guide

3. Hazardous Materials

Hazardous materials are substances with dangerous ingredients—particularly chemicals that can hurt the environment, cause injury, or even death. When used with caution, they can be safely used in laboratory instruction, industry, agriculture, medicine, research, and even our homes. But if misused and released, they can be very harmful.

During a Small or Minor spill

When minor spills of hazardous chemicals pose little or no threat to the safety and health of personnel, it can be cleaned by following the warnings and cautions on the container's label or the material safety data sheet (MSDS). If you need assistance with the cleanup of a spill, contact Trinity College Facilities at 860-297-5300 or the Department of Campus Safety at 860-297-2222.

During an Emergency of Hazardous Materials

Procedures for laboratory personnel to handle chemical, biological, or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas. When cleanup of a hazardous material spill is beyond the level of staff knowledge, training, or ability, it is recognized as an emergency of hazardous materials. If the situation is immediately dangerous to the life and health of people in the area of the spill, it is also recognized as an emergency of hazardous materials.

When there is an emergency of hazardous materials, follow these recommendations:

- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers, as needed, to rinse spilled chemicals off people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building.
- Notify the Department of Campus Safety of the type of chemical, location, and size of the spill by **calling** 2222 on a campus landline, using a campus emergency blue lighted phone or dialing 860-297-5300 on your cell phone.
- Always call from a safe location.

Trinity College Emergency Guide

Reporting an Emergency of Hazardous Materials

Emergency contact information is posted on the entry door to the lab or room. When there is an emergency of hazardous materials, report the following information:

- Location of the spill, name of the chemical, and quantity.
- Name and telephone number of the caller.
- Extent of injuries, if any.
- Environmental concerns, such as the location of storm drains and streams.

Chemical, Commercial Cleaning Products, and Solvent Spills

Any spill that can **POTENTIALLY** cause injury to a person or property must be reported to Trinity College Facilities at 860-297-5300. If an immediate hazard exists or medical assistance is required, call 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone. For small spills that pose no immediate danger to life or property, follow the recommendations below:

- Confine the spill.
- Evacuate and secure the immediate area; only allow authorized personnel to access the contaminated area.
- Notify the area supervisor.

Toxic Fumes Release

Evacuate the area immediately if you smell gas or other toxic fumes, experience irritation, coughing, burning eyes, or difficulty breathing.

- If you smell gas in a dark room, **do not** turn on lights; this action could ignite gas.
- **Do not** touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and **call 2222**.
- **Do not** re-enter the area until advised to do so by emergency personnel.

Radioactive Leak or Spill

In the event of a radioactive leak or spill, follow these recommendations:

- **Call 2222**

Trinity College Emergency Guide

- Limit the spread of the spill.
- Notify others in the area that a spill has occurred. Keep untrained people out of the area.
- Call Trinity College Facilities at 860-297-5300.
- If skin contamination has occurred, go to the nearest sink and wash the affected area with lukewarm water.

Biological Release or Spill

In the event of a biological release or spill,

- Use personal protection and decontaminate the spill with appropriate disinfectant.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call Trinity College Facilities at 860-297-5300.

If a blood borne pathogen exposure or needle stick injury has occurred,

- Go to the nearest sink and wash affected area with warm water and soap.
- Call Trinity College Facilities at 860-297-5300 and seek medical attention immediately.

Trinity College Emergency Guide

FIRE OR EXPLOSION

Most fires are preventable. If you know how to recognize and reduce potential fire hazards, you will increase your chances of protecting yourself and those around you.

1. Fire Alarm

- If a fire alarm activates in your building, you must exit the building immediately.
- Proceed to the nearest exit.
- Use the back of your hand and feel the top and bottom of the door for heat.
- Do not open the door if it is hot.
- If you feel heat, proceed to an alternate exit.
- Otherwise, open slowly.
- Stand behind the door and to one side; be prepared to close it quickly if fire is present.
- Exit the building in a calm manner using the stairs—NEVER use elevators. Remember to close the stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building, go to your department's or residential designated assembly point and remain there.
- If there is no designated assembly point, maintain a safe distance (a minimum of 50 feet) from the building to allow ample room for emergency personnel and equipment to access the building.
- Do not return to the area until instructed to do so by emergency personnel.

Be Prepared in Case a Fire Occurs

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke when exit signs are not visible, you can count the number of doors you before you reach the exit door.

During a Fire

If there is a fire on your floor, follow these recommendations:

Trinity College Emergency Guide

- If your building has a fire alarm system, activate it as you exit.
- Follow the procedures outlined in your department's or residential Emergency Operations Plan (EOP).
- Move quickly to an open area where it is away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- **Call 2222 on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone** to report the location of the fire. Follow directions of emergency personnel.
- Use a fire extinguisher on small (wastebasket-size) fires; but **ONLY** if it is safe to do so.
- For larger fires, **GET OUT** and close doors as you leave to confine the fire as much as possible.
- If clothing catches fire, **STOP, DROP, and ROLL.**
 - Stop – Ceasing any movement which may fan the flames or hamper those attempting to put the fire out.
 - Drop – Lying down to the ground if possible, covering their face with their hands to avoid facial injury.
 - Roll – Rolling on the ground in an effort to extinguish the fire by depriving it of oxygen. If the victim is on a rug or one is nearby, they can roll the rug around themselves to further extinguish the flame.

If Trapped in a Room

If you are trapped in a room, follow these recommendations:

- Retreat and close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering. **Call 2222** to report your location.
- Be prepared to signal from a window, but **DO NOT** break the glass unless absolutely necessary as outside smoke may be drawn in.

Trinity College Emergency Guide

- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

If Caught in Smoke

If you are caught in smoke, follow these recommendations:

- Drop to hands and knees and crawl or crouch low with your head 30 to 36 inches above the floor, watching the base of the wall as you go.
- Hold your breath as much as possible.
- Breathe shallowly through your nose using a blouse or shirt as a filter.

If Forced to Advance through Flames

If you are forced to advance through flames, follow these recommendations:

- Hold your breath.
- Move quickly, covering your head and hair.
- Keep your head down and close your eyes as often as possible.

How to Use a Fire Extinguisher

Use the “P-A-S-S” method below to use a fire extinguisher.

- **Pull:** Pull the safety pin from the handle.
- **Aim:** Aim the nozzle, cone, or horn at the base of the fire.
- **Squeeze:** Squeeze the trigger handle.
- **Sweep:** Sweep from side to side and beware of re-flash.

Trinity College Emergency Guide

2. Explosion

The cause of an explosion is a rapid gas expansion from chemical reactions of incendiary devices. Signs of an explosion include the following:

- A very loud noise, a series of noises, such as hissing, popping, and cracking.
- Vibrations.
- Heat from fire or smoke.
- Falling glass, debris, and building damage.

During and After an Explosion Occurs

Follow these recommendations if an explosion occurs:

- Get out of the building as quickly and calmly as possible.
- **Call 2222** on a campus landline, use a campus emergency blue lighted phone or dial 860-297-2222 on your cell phone.
- If your building has a fire alarm system, activate it as you exit; otherwise, follow the procedures outlined in your department's Emergency Operations Plan (EOP).
- If you are outside, you should stay outside.
- Move quickly to an open area away from buildings, trees, power lines, and roadways.
- If your department has a designated assembly area, move to that location only if safe.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- **DO NOT** use elevators. Use handrails in stairwells; stay to the right.
- Assist others in exiting the building and move to designated evacuation areas.
- Wait for and follow instructions from emergency personnel.
- Keep streets and walkways clear for emergency vehicles and crews.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Untrained persons should not attempt to rescue people who are inside a collapsed building.
- Wait for emergency personnel to arrive.

Trinity College Emergency Guide

RETURNING TO NORMALCY

There are a variety of RESOURCES in place at Trinity College for both students and employees when an emergency occurs in the community. These resources can help you return to a state of normalcy after an emergency.

Coping with Emotions

You may be surprised at how you and others feel after a disaster. It can evoke a variety of unexpected feelings. Mental health and wellness are as important to address as bodily injuries, damaged homes, and possessions. Children, senior citizens, people with disabilities and people whose first language is not English are especially at risk and may need extra attention. It is important that you let them know that they are safe and help is available for them.

Some basic steps you can take to meet emotional needs are below:

- Try to return to as many of your normal routines as possible.
- Get rest and drink plenty of water.
- Limit your exposure to the sights and sounds of disaster, especially on television, the radio, and other media outlets.
- Focus on the positive.
- Recognize your own feelings.
- Reach out and accept help from others.
- Do something you enjoy.
- Seek comfort and support.
- Stay connected with your family or other supporters.
- Realize that recovery can take time.

If you have more questions or observe behavior in others that concerns you, contact the Trinity Counseling Center at 860-297-2415 for additional information and help.

Immediately After a Disaster

If a disaster or emergency occurs, the following information can help in the immediate stages of recovery:

Trinity College Emergency Guide

- Remain calm.
- Have injuries treated by a medical professional.
- Small wounds may be washed with soap and water; bandage them to reduce the risk of infection.
- Replace bandages if they become soiled, damaged, or waterlogged.
- Pace yourself. You may find yourself in the position of taking care of other people.
- Listen carefully and patiently handle with urgent situations first.
- Check with local authorities to learn if your residence is safe to enter.
- Doors or windows may be cordoned off with yellow tape to indicate damage. Do not cut or walk past the tape unless local authorities advise that it is safe to do so. If a structure bears a color-coded sign, do not enter it until you get official information about what the sign means and advice about the safety of entering.

Checking Your Residence

Check with local authorities to make sure your residence is safe to enter. For example, if you live on campus, check with the college authorities to ensure your safety to return. Do not cut or walk past colored tape or a color-coded sign until you get advice and instructions about what these signs mean and whether it is safe to enter. If you have children, leave them with a relative or friend while you conduct your first inspection of your damaged home. The site may be unsafe for children, and seeing the damage firsthand may upset them unnecessarily.

Trinity College Emergency Guide

Replacing Vital Documents

<u>Document</u>	<u>Contact</u>
Other School Records	Contact the issuing school
Government Issued ID	Contact the issuing government agency
Driver's License	Department of Motor Vehicles
Vehicle Registration	Department of Motor Vehicles in issuing state
Insurance Policies	Your insurance agent or company
Military Records	File a Form SF-180 with the U.S. National Archives
Passport	U.S. State Department, Forms DS-11 and DS-64
Green Card	File a Form I-90 with U.S. Immigration
Other U.S. Citizenship Papers	U.S. Bureau of Citizenship and Immigration Services
Birth/Death/Marriage Certificates	Bureau of Records for the state of issue
Social Security/Medicare Cards	File a Form SS-5 with the U.S. Social Security Administration
Credit Cards	Contact your card issuer as soon as possible
Titles to Deeds	Records department where the property is located
Mortgage Papers	Contact your lending institution