

# EMERGENCY GUIDEBOOK



# Introduction

The information contained in this document will provide students, employees and visitors of Gateway Community College with an understanding of measures that can be taken to make the time spent on campus safe and enjoyable. This manual provides basic guidelines during an emergency condition.

The buildings have been designed to provide a safe and secure environment. Safety is important to all concerned but it includes a shared responsibility to follow these procedures, to notify appropriate personnel of an unsafe condition and to be alert and aware of the environment.

The facilities are equipped with an audible and visual emergency alarm system, sprinkler systems, fire protective doorways and an adequate number of exit ways to get everyone out of the building quickly and safely. Fire protection is provided by the New Haven (downtown campus) and North Haven Fire Departments.

Security is provided by on-site security with enforcement authority provided by Gateway Community College Police and the New Haven Police at the downtown location. They are available for all levels of incidents and thefts, assaults and general law enforcement support. **911** can be used to report all emergencies from a college phone. All classrooms have a black wall phone for emergency calls.

The Dean of Administrative Affairs is responsible for the oversight and management of safety and security related matters. Contact the office with any questions you might have regarding the information provided in this guidebook or any other safety and security matter.



# Table of Contents

<b>SUBJECT</b>	<b>PAGE(S)</b>
Administrative Staff and Contact Numbers .....	2
GCC Notification Policy .....	2
Fire or Emergency Requiring Evacuation .....	3
General Evacuation Procedures .....	4
Weapons on Campus Policy .....	5
Lock Down / Shelter-in-Place .....	6
Bomb Threat / Suspicious Device .....	8
Suspicious Letters and Packages .....	9
Elevator Emergency .....	10
Gas Leaks .....	10
Other Utility Emergencies .....	11
Power Outages .....	11
Chemical Exposure/Right-To-Know .....	12
Fires, Explosions, or Major Emergencies in Restricted Areas .....	12
Disruptive Behavior / Fighting .....	13
Psychological Emergencies .....	13
Medical Emergency .....	14
Communicable Diseases .....	15
Blood and Body Fluids Exposure .....	16
Preventing the Spread of Contagious Diseases .....	17
Media Inquiries .....	17
General Safety and Crime Prevention Tips .....	18
Weather Emergencies .....	20
Campus Map .....	21

# Contact Numbers

## **EMERGENCIES: CALL “911” for FIRE/EMS**

GCC Public Safety Department	203-285-2246
Director of Facilities & Events Management	203-285-2223
Dean of Administrative Affairs	203-285-2021
Dean of Student Affairs	203-285-2210
Director of Human Resources	203-285-2534
Info Lines: Students/203-285-2049 Staff/203-285-2222 ELC/203-285-2610	
IT Help Desk	203-285-2040
Nuclear Regulatory Commission Emergency Operations Center	301-816-5100
Public Affairs and Marketing	203-285-2065
Radiation Safety Officer	203-285-2381
Student Accessibility Services	203-285-2231

## **PRESS “8” FOR AN OUTSIDE LINE ON ALL COLLEGE PHONES**

# GCC Notification Policy

In the event that a situation arises, either on or off campus, that is judged by the President, Dean of Administrative Affairs or designee to constitute an on-going or continuing threat, a campus-wide “timely warning” will be issued. Our college policy is to notify you as rapidly as possible regarding what is known about a potential problem, and address our best information regarding protection and your response. Administrative staff will make every effort to ensure timely updates are given to all students, staff, and visitors regarding the emergency situation.

## Notification Procedure For Non-Evacuation Emergencies

“Timely warning” notifications may be issued in a variety of methods to provide guidance in the most prudent manner depending upon the incident type (hostage, active shooter, terrorist, weather etc.) Primary notification may be made through the use of the fire alarm system and PA system providing a verbal announcement. Notification may also be made via the telephone system or via direct communication from staff. Emails may be generated to GCC computers, and an emergency posting placed on the GCC TV monitors and WEB page. Hard copy postings on entrance doors, bulletin boards, and message boards may be used. Other options include siren, radio, and flashing blue lights. As appropriate, more than one method of notification will be utilized.

## *Fire or Emergency Requiring Evacuation*

When the fire alarm sounds, evacuation procedures will be followed. You must leave the building immediately. Students who fail to evacuate the building upon direction from appropriate authority are subject to discipline under the Board of Regents policy on student conduct. Non-student individuals may be subject to prosecution under Connecticut statute.

If you discover a fire, locate and activate the nearest fire alarm pull station. Leave the area of the fire immediately. Once you have reached an area of safety, contact **911** or the GCC Public Safety Department to report what you observed when you discovered the fire.

**DO NOT USE THE ELEVATORS** during a fire alarm. Use the nearest stairway to get to ground level and exit the building.

It may be possible to put out a small fire using a portable fire extinguisher. Extinguish small fires only if you are trained in the proper use of a fire extinguisher and if you safely can do so. Remember these guidelines when using a fire extinguisher.

# General Evacuation Procedures

In the event of an obvious emergency (fire, gas leak, certain types of bomb threats, etc.) requiring immediate evacuation, 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 system, but may also be made over the emergency telephone notification system, via email, 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 seek nearest exit.

When outside of building, proceed 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.

The Early Learning Center evacuate to the Temple Street Garage.

Gateway Garage evacuate to the Crown Street sidewalk.

Persons with a physical/mobility disability, who cannot exit the building, should proceed to the nearest area of refuge where 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

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 persons 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 GCC Public Safety Department authorizes re-entry.

## ***Weapons On Campus Policy***

Gateway Community College has a zero tolerance policy regarding the possession and use of weapons on campus and or at college sponsored events which may be held off campus. Signs are posted at the five (5) entrances which state, in bold lettering, “No Firearms or Weapons allowed on campus. The exception being authorized law enforcement personnel.” The Gateway Community College Police Department and New Haven Police officers, who work extra duty at the college, enforce all state and federal laws pertaining to weapon violations.

# Lock-Down/Shelter-In-Place

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, violent or weapons situation, a chemical spill or plume, severe weather or civil unrest. Lock-down announcements are given in English only over the building Emergency Telephone Notification System and/or the Fire Alarm Annunciator System.

## ACTIVE SHOOTER...



## RUN, HIDE, OR FIGHT

**IF A HOSTILE INTRUDER IS PRESENT ON CAMPUS,** quickly determine the most reasonable way to protect your own life. A hostile intruder situation can change rapidly. In addition to being aware of your surroundings and escape routes, thinking about how you will react to a hostile intruder situation in advance will help you act quickly and efficiently. Take time to understand your surroundings and environment then make a plan.

During an active shooter or hostile intruder event, there are three choices an individual can make:

### **RUN...**

If possible, run to an exit, evacuate the building and get to a safe location – this is your first option. If a safe exit is available, take it immediately. Warn others of the impending danger and encourage them to come with you, but do not let them slow you down.

## **HIDE...**

If a safe escape is not possible, proceed to the nearest office or classroom until help arrives or safe exit is available. Close, lock and barricade doors and windows, turn off lights, hide behind something thick, and silence cell phones. Call **911**. Your goals is not only to stay out of sight, but to prevent the shooter from reaching you. Barricades also distract the shooter, allowing more time for you and responders. Do not answer the door or respond to voice commands until you are sure they are coming from police or other legitimate responders. Stay: calm, quiet, wait.

## **FIGHT...**

As a last resort, and only if your life is in danger, you may choose to fight. Be aggressive, use improvised weapons (fire extinguishers, scissors, hot coffee, glass containers, or anything else available), and commit your actions. Fight as a group if possible. This action also distracts the shooter and allows time and opportunity for police to act.

# Bomb Threat or Suspicious Device

## BOMB THREAT

- Do not hang up on a threatening call.
- Keep the caller on the line for as long as possible.
- If possible, notify someone nearby that you are talking to a threatening individual.
- Report any information you gathered about the bomb threat to GCC Public Safety Department or another administrator once you have evacuated the building.
- When leaving a building due to a bomb threat, stay alert to your surroundings.

Immediately report any suspicious persons or objects to the GCC Public Safety Department or New Haven Police Department by calling **911**.

- Proceed to the nearest, safest exit and assembly area as directed by evacuation ***maps and instructions posted throughout the building.***
- Stay outside the building until police or fire personnel have given an “All Clear” announcement.

Obtain as much information as possible; try to gather the following information:

- Where is the bomb right now?
- When is the bomb going to go off?
- What type of bomb is it?
- What does the bomb look like?
- What will cause the bomb to explode?
- Who planted the bomb?
- Why was the bomb planted?
- How did the person get the bomb in the building?
- What is your name?
- What is your phone number?
- What is your address?
- Listen for any background noise.
- Listen for any unusual characteristics of the caller’s voice.
- Try to remember the caller’s exact words and write them down immediately.
- Write down the caller ID information displayed on your phone.

## SUSPICIOUS DEVICE

If a suspicious device/package is discovered, do not touch or disturb the object. Evacuate the immediate area and alert others.

## SUSPICIOUS LETTERS AND PACKAGES

**A suspicious letter or package may have some of these indications:**

- No return address.
- Restrictive markings.
- Possibly mailed from a foreign country.
- Excessive postage.
- Misspelled words.
- Addressed to a title only, or an incorrect title.
- Badly typed or written.
- Protruding wires.
- Lopsided or uneven.
- Rigid or bulky.
- Strange odor.
- Oily stains, discolorations or crystallization on wrapper.
- Excessive tape or string.



**If you receive a suspicious letter or package:**

- Treat it as suspect! Call the New Haven Police Department and the GCC Public Safety Department by dialing **911**.
- Handle with care. Don't shake or bump.
- Isolate the letter or package.
- Don't open, smell or taste.

**IF A PARCEL IS OPEN AND/OR A THREAT IS IDENTIFIED:**

**For a bomb:**

- Evacuate immediately.
- Call **911** first, and then report to GCC Public Safety Department, or another administrator once you have evacuated the building and it is safe to do so.

**For radiological:**

- Limit exposure - don't handle.
- Evacuate immediately.
- Shield yourself from the object.
- Call **911** first, and then report to GCC Public Safety Department, or the Radiation Safety Officer, once you have evacuated the building and it is safe to do so.

**For biological or chemical:**

- Limit exposure - don't handle.
- If exposed, isolate yourself from others to prevent spreading the agent.
- Call **911** first, and then report to GCC Public Safety Department or another administrator once you have evacuated the building and it is safe to do so.
- Flush exposed skin with large quantities of water for at least 15 minutes.

# Elevator Emergency

## ELEVATOR MALFUNCTION WITH PASSENGERS TRAPPED IN THE CAR

Notify GCC Public Safety Department at 203-285-2246.

If maintenance staff cannot resolve the problem and release the trapped passengers, call **911**.



## GENERAL ELEVATOR MALFUNCTIONS

Elevator malfunctions (i.e. strange sounds, smells, vibrations) should be reported to the building maintenance supervisor immediately. The Building and Grounds Patrol Officer will assess the problem and if necessary contact the elevator service provider for assistance.

# Gas Leaks

Turn off gas if readily accessible. College Lab E-Stop buttons are located at egress doors. (downtown campus)

Do not pull fire alarms, use telephones, turn light switches or other equipment on or off, touch electrical equipment, or use portable radios.

Move away from affected area and alert others; evacuate building if necessary according to evacuation procedures.

Call **911** or notify GCC Public Safety Department from outside the building, away from the affected area.

Report gas leaks to Southern Connecticut Gas Company at 1-800-513-8898 or GCC Public Safety Department at 203-285-2246.

## LEAK RECOGNITION

**SMELL** - Natural gas is colorless and odorless. A distinctive, pungent odor is added so that it can be recognized quickly.

**SIGHT** - You may see a white cloud, mist, fog, bubbles in standing water, or vegetation that appears dead or dying for no apparent reason.

**SOUND** - You may hear an unusual noise like roaring, hissing or whistling.

Any emergency involving a utility (for example: electrical wires, water mains or pipes, drains, restroom facilities, steam pipes, natural gas pipes) needs to be reported immediately.

## Other Utility Emergencies

### Report life threatening emergencies immediately by dialing 911.

For minor utility incidents and if safely possible, report utility issues to the Director of Facilities. If there is no answer, contact the GCC Public Safety Department at 203-285-2246 to report the incident. Downed electrical power lines should always be treated as if they were charged with electricity. Do not go near downed electrical power lines. Go to a safe place and contact the GCC Public Safety Department, 203-285-2246.

A water main break may be evidenced by water seeping up through a floor, sidewalk, or roadway. Avoid the area, as the water may have weakened the soil underground, which could collapse. Report the situation to the GCC Public Safety Department at 203-285-2245.

Leaking or broken water pipes or restroom fixtures inside the building should be reported immediately to the Facilities Director or Maintenance. Steam and natural gas pipe leaks can represent a critical emergency. Do not go near a leak. Evacuate the area immediately and call **911**.

## Power Outages

Stay in your classroom or office. Often, electrical power outages are brief and power is restored in less than 10 minutes.

Report power outages or interruptions to the GCC Public Safety Department 203-285-2246.

If it is likely the outage will be prolonged, the President and/or the Dean of Administrative Affairs will make the determination to evacuate the building and or dismiss classes.

If the building is temporarily evacuated, general evacuation procedures should be followed. If classes are dismissed, please use caution when leaving the building and campus.

Additionally, all areas of the building have emergency lights which are powered by our emergency generator. In the case of a general outage, the entire building will have sufficient light to enable either escape or basic security during the evacuation/dismissal.

# Chemical Exposure/Right-To-Know

Material Safety Data Sheets (MSDS) provide substantial information regarding all chemicals used on campus. Under federal law, you have a “Right-to-Know” this information, and thus have a right to access and read the MSDS documents. For your safety, we encourage your familiarity with the location and information contained within our MSDS documents, especially for substances with which you frequently come in contact through the course of your job duties or course work. Maintenance employees are provided general training for MSDS interpretation annually.

Information regarding chemicals at the college is maintained by the Maintenance Department. MSDS can be obtained by contacting the Facilities Director.



## IN CASE OF EXPOSURE TO A CHEMICAL SUBSTANCE:

Contact emergency services by dialing **911** and GCC Public Safety Department. Inform the dispatcher of your location, the chemical to which you were exposed, and whether you are having a physical reaction, such as burns or difficulty breathing.

- Remain calm.
- Flush the chemical product off immediately.
- Unless directed to do otherwise by the label directions, use large amounts of water for at least 15 minutes to flush the affected area.

## Fires, Explosions, or Major Emergencies In Restricted Areas

Rooms S418, S419 and S419A of the New Haven Campus at 20 Church Street are considered a Restricted Area, and Gateway Community College is licensed by the Nuclear Regulatory Commission.

- Notify all persons in the area to leave immediately.
- Notify the fire department.
- Notify the RSO and other facility safety personnel.
- The RSO will document the incident, and will inform the NRC if necessary.
- The GCC Public Safety Department 203-285-2246 and the Administrator of the Campus will contact the RSO immediately in an emergency situation.

# Disruptive Behavior/Fighting

If a person disrupts a class or lecture, ask them to leave. If they refuse to leave, call GCC Public Safety Department 203-285-2246. If your safety or those of other students is of concern, dismiss your class.

## FIGHTING

- Do not attempt to separate two combatants.
- Identify yourself and in a firm authoritative voice tell them to stop fighting.
- Notify the GCC Public Safety Department.

## THE BEHAVIORAL ASSESSMENT TEAM

BAT was created to heighten awareness of faculty, staff and students regarding potentially at-risk students and others on campus who may be at risk of harm to themselves or others. Included in, but not limited to, the list of behaviors are threats, aberrant or strange behavior, violent or perceived violent behavior, repeated threats of suicide or violence against others, etc. The team will meet when any member of the team decides that a member of the GCC community is exhibiting behaviors of concern.

In addition, it is the responsibility of the BAT to develop and review college policies which address such situations and behavior.

# Psychological Emergencies

A person in psychological crisis may exhibit some of these indications:

- Crying.
- Extreme withdrawal from outside stimuli (despondent).
- Agitated or aggressive behavior.
- Unusual outbursts or disoriented statements.
- Behavior or emotions inconsistent with his/her normal behavior.

Don't try to handle a person in psychological crisis by yourself. Call GCC Security immediately.

Always contact the GCC Public Safety Department at 203-285-2246 if you encounter violent and/or threatening behavior, or if a person's health appears to be in danger. Always err on the side of safety.

To avoid escalation when dealing with a person in a psychological crisis, the following tips may be helpful:

- Remain calm and rational - don't overreact.
- Be empathetic - listen without judging others.
- Clarify messages - listen and reflect back on what was said.
- Direct attention to the issue at hand - ignore challenges.
- Permit verbal venting - allow the individual to release as much energy as possible by venting. State reasonable limits during lulls in the venting.
- Avoid physical techniques - physical intervention can escalate the situation.
- Keep non-verbal cues non-threatening - body language, movement, and tone of voice send more messages than what you say.
- Set and enforce reasonable limits - set boundaries for you personally. State them clearly and concisely. Enforce limits fairly and firmly.
- Refer student to the Dean of Student Affairs for further assistance and guidance.

# Medical Emergency

In the case of a serious injury or illness, dial **911** for assistance.

Be prepared to provide the **911** dispatcher the following information:

- Where the injured or ill person is located.
- The nature of their injury or illness.
- The gender and approximate age of the person.
- Your name, location and phone number where you can be reached in case additional information is needed.

If a student is experiencing a medical emergency during class, the class should be dismissed temporarily until the emergency is over. Do not attempt to move the person. Other than those persons rendering immediate aid to the person, all others should clear away from the immediate area.

All injuries on campus, regardless of the severity, must be reported to GCC Public Safety Department. In either case, all incidents involving injury should be followed up by submitting an Incident Report to the Dean of Administrative Affairs Office.

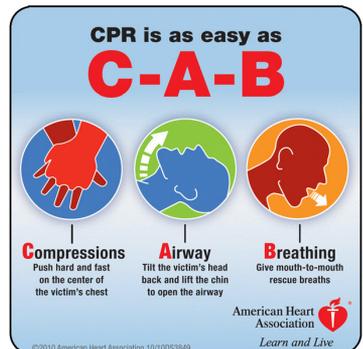
Any questions regarding Workers' Compensation may be directed to the Human Resources Department.

First aid kits are located in all Public Safety stations and in the various Labs. Narcan stations are located in the North Building: Lower level by the elevator

- First Floor by the elevator
- First floor across from N-114
- Second floor by the elevator
- Third floor by the elevator
- Fourth Floor by the elevator

South Building: First floor by the elevator

- First floor next to S-101
- Second floor Library Entrance
- Third floor by the elevator
- Fourth floor by the elevator



## CARDIAC ARREST/HEART ATTACK

- Assess the scene for danger.
- Check the victim.
- Call **911** or instruct someone to call **911**.
- AED/Defibrillator is located in the North Building: Next to the Elevator Lower level, First Floor, Second Floor, Third Floor and Fourth Floor South Building: Second Floor Library Entrance.
- Perform CPR if trained.

## BLEEDING

- Apply firm, but gentle pressure to wound with a clean cloth.
- Immobilize the body part.
- Call 911 or seek further medical attention if necessary.

## DIABETIC INCIDENTS

- Symptoms may include hunger, muscle tremors, nausea, dizziness, sweating, confusion, trouble speaking or weakness.
- If victim is conscious, ask them if they are diabetic. Offer a sugary drink or food to restore their insulin balance.
- If victim is unconscious, call **911**.
- Persons should seek follow-up care with their physician.
- Persons should not drive following a diabetic incident.

# Communicable Diseases

From time to time, faculty or staff may be asked questions regarding possible exposure to communicable disease in a classroom or office setting, or may become aware that an individual has or is suspected of having a communicable disease. Should this occur, the following guidelines should be followed:

- Confidentiality is important. Do not spread rumors or speak out of turn about an individual who may have a communicable disease.
- Contact GCC Public Safety Department to report the situation. or request to speak with the Dean of Student Affairs. Provide as much detail as possible about the situation.

A dean will contact the appropriate outside agencies (typically the local health department) to ensure the proper authorities are aware of the situation. If the appropriate outside agency provides any direction as to precautions to be taken by any persons exposed to a person believed to be carrying a communicable disease, the State Police will coordinate the implementation of those precautions.

# Blood and Body Fluid Exposure or Spill

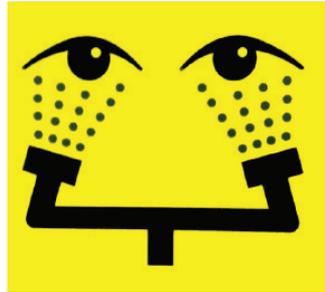
Some College employees, in the course of their employment with the College or students" taking courses in health, science, plastics or construction technology could possibly be exposed to blood or body fluid. The concern is infection due to bloodborne pathogens. Special training for those employees most likely to be exposed is available through the College's Human Resources Department.

An exposure is defined as direct contact between eye, mouth, mucous membrane, skin cut or abrasion with blood or any other potential infectious material.

## IMMEDIATE ACTION

If you have been exposed to blood or body fluids, do the following immediately:

- **Skin Exposure:**  
Gently wash contact area with soap and water.
- **Eye Exposure:**  
Flush eyes with water for 15 minutes using eye wash if available.



Eye Wash stations are located in the science labs. Full service showers/bathrooms are located in the gym and maintenance locker rooms.

## REPORT THE INCIDENT

Notify the GCC Public Safety Department at 203-285-2246 to report the incident. A staff member will assist you in making arrangements to transport you to the nearest medical facility for treatment.

Document the incident and include:

- Date and type of exposure.
- How the incident occurred.
- Name of the source individual if known.

If a blood or body fluid spill is discovered, isolate the area and report as much information as possible to the Director of Facilities or the Maintenance Department. A staff member trained in the appropriate clean-up methods will handle decontamination of the area.

# Preventing the Spread of Contagious Diseases

## A common sense approach

- Wash your hands often with soap and warm water, if available, for 20 seconds or clean with an alcohol-based hand cleaner.
- Clean surface areas where you and others work frequently.
- Cover your nose and mouth when you cough or sneeze with a tissue or cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after coughing or sneezing.
- Used tissues should be immediately placed in the waste basket so that the contents do not come in contact with surface areas.
- Avoid close contact with contagious people and stay home if you are sick.
- Do not share food or beverages.
- Proper nutrition, adequate exercise and sleep also help protect you from contracting disease.

The following websites have additional information:

<http://www.cdc.gov/germstopper/work.htm>

[http://www.cdc.gov/germstopper/home\\_work\\_school.htm](http://www.cdc.gov/germstopper/home_work_school.htm)

<http://www.cdc.gov/flu/protect/covercough.htrh>

<http://www.cdc.gov/ncidod/dhqp/speakUp.html>

## Media Inquiries



Do not attempt to answer media questions about campus emergencies; designated administrators will do so.

Refer all media inquiries to Evelyn Gard, Director of Public Affairs and Marketing at 203-285-2065.

# General Safety and Crime Prevention Tips

Know the location of telephones, exits, evacuation routes, shelter areas, fire alarm pull stations, fire extinguishers, the building AED/Defibrillator and first aid kits in your area. Emergency maps/instructions are posted throughout the buildings. Report all safety/security related incidents to the Dean of Administrative Affairs.

## CLASSROOMS & CONFERENCE ROOMS

Make note of the room number and telephone location of your classroom or conference room, so if an emergency arises, you will know where you are and can quickly direct first responders to the proper location.

## OFFICES

- Secure all valuables. Lock them up out of sight.
- Keep personal and student information secure.
- When you leave your office, even for a few minutes, lock your desk, files and office door.
- If you work after hours or on Saturday, contact the Saturday administrator or maintenance department staff so if an emergency occurs, they will know you are in the building.

## LIGHTS & LOCKS

Remember to shut down all equipment, turn off the lights, and lock the doors when leaving an office, conference room or classroom. Check to be sure windows are closed and latched. This will promote safety, security, and energy conservation.

## PERSONAL BELONGINGS

Keep your belongings with you, or lock them in a safe place. Never leave your belongings unattended, even for a few minutes.

When using the restroom, keep your backpack, purse, or other belongings out of the sight and reach of others.

## TEXTBOOKS

- Keep your textbooks with you or leave them locked in a secure location.
- Mark your books in a unique way you will remember, such as writing your initials on the inside margin of a certain page. This will help identify your books should they become lost or stolen.
- To prevent identity theft, never write personally identifying information (such as your full name, address, or phone number) inside your books.
- Report all thefts immediately to the GCC Public Safety Department at 203-285-2246.

## VEHICLES & PARKING

- Park only in legal and designated spaces in the parking garage at the New Haven location.
- Roll up the windows and lock the doors.
- Keep valuables out of sight, preferably locked in the trunk.
- Park and walk in well-traveled, well-lit areas.
- Walk to your cars in groups.
- Wait for your ride inside the building, in the outer lobby vestibules.

If you cannot find someone to walk you to your car at the New Haven location, then call GCC Public Safety Department at 203.285.2246 to request an escort. Provide your name and location in the building- so our security guard can easily locate you and provide

an escort. A security guard is on-site Monday through Friday from 6:00 am to 12:00 midnight and on Saturdays from 6:00 am to 5:00 pm.

## GENERAL PERSONAL SAFETY TIPS

Have your car door key, office key, or remote opener in your hand and ready to use before walking to your car or office. If an emergency occurs, you will be ready to open your door.

- Carry a cell phone.
- Be aware of your surroundings at all times.
- Keep your eyes and ears open.
- Trust your instincts and gut feelings.
- If you are being bothered or followed, call **911**.
- Report suspicious persons or activity to the GCC Public Safety Department.

## LOST AND FOUND

All lost and found items should be turned over to the GCC Public Safety Department,

If you have lost an item, contact the GCC Public Safety Department at 203-285-2246 or stop by the office to check to see if your item has been turned in.

When retrieving a lost and found item, be prepared to adequately describe the item. You will be required to sign for receipt of the item(s) when they are released to you. We also request persons to assign an approximate value to the item(s) they are retrieving. This information is kept for statistical purposes.

**NOTE:** Lost thumb drives are turned over to the IT Desk in the computer lab.

# Weather Emergencies

Weather emergency announcements are given over the Emergency Telephone Notification System. Such warning notifications will also be given over the email system, posted to the main WEB page, and the college Weather Line. In the case of extremely serious weather (e.g., a tornado).

**A WINTER STORM WATCH** is a forecast of hazardous winter weather due to various elements such as heavy snow (7 or more inches during a 24 hour period), sleet, or ice accumulation from freezing rain. A watch is a long range prediction. They are generally issued by the National Weather Service at least 12 hours before hazardous weather is expected to begin.

**A WINTER STORM WARNING** means hazardous winter weather is imminent, and there is a good possibility for heavy snow (7 inches or more during a 24-hour period), sleet, or ice accumulation from freezing rain. Should the College close due to severe winter weather, the closing announcement is disseminated by WEB-page and local radio station announcements. During normal hours of operation, announcements will be distributed via email as well as the Emergency Telephone Notification System.

**A SEVERE THUNDERSTORM WATCH** is a forecast of the possibility of severe thunderstorms developing over a large geographic area. You should continue normal activities, but stay alert for sudden changes in weather conditions. If possible, monitor local radio and/or television stations.

**A SEVERE THUNDERSTORM WARNING** means a severe thunderstorm has been sighted and may be approaching the area. During a severe thunderstorm warning, stay inside buildings. Be alert for changes in weather conditions, and be prepared to seek shelter in the event of a tornado warning.

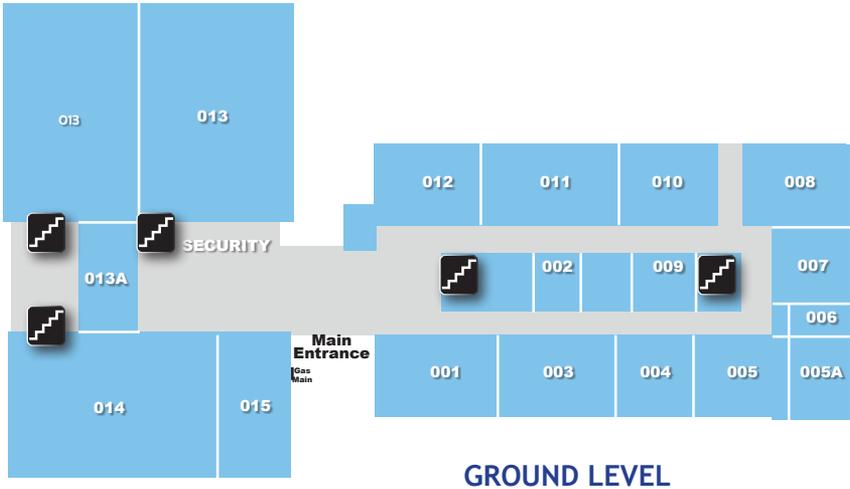
**A TORNADO WATCH** is a forecast of the possibility of tornados developing in a large geographical area. You should continue normal activities, but stay alert for sudden severe changes in weather conditions. If possible, monitor local radio and/or television stations.

**A TORNADO WARNING** means a tornado has been sighted and may be approaching the area. A warning is an emergency situation, requiring persons in the affected area to seek immediate shelter.

In the event a tornado warning or other extreme weather event warning is issued the following is recommended:

- \* **On Campus:** Seek shelter in a substantial area of the building (interior hallways), away from glass doors and windows. Stay together as a group. Remain calm and walk; do not run. Stay in the shelter area until an “All Clear” is given by GCC or emergency personnel.
- **Off Campus:** Monitor local radio stations and the GCC website for updates.

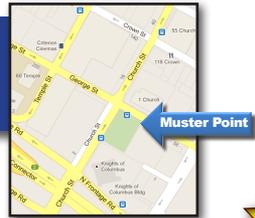
# Building Layout - North Haven Campus



**MUSTER POINT**

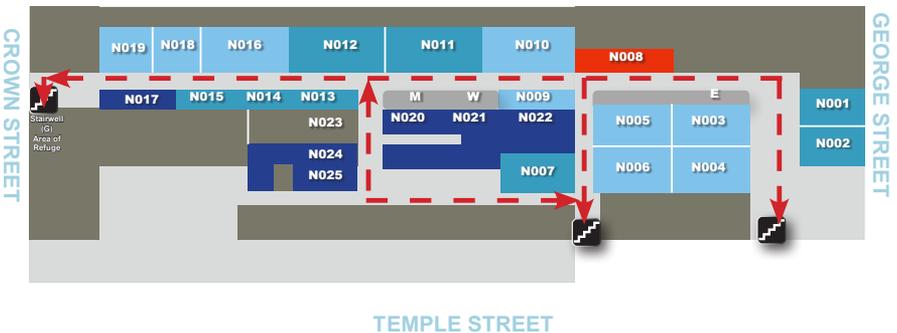
# Building Layouts - Downtown Campus

In the event of a fire you should evacuate by the nearest available exit and assemble at the fire muster point on the map (George and Church St.)



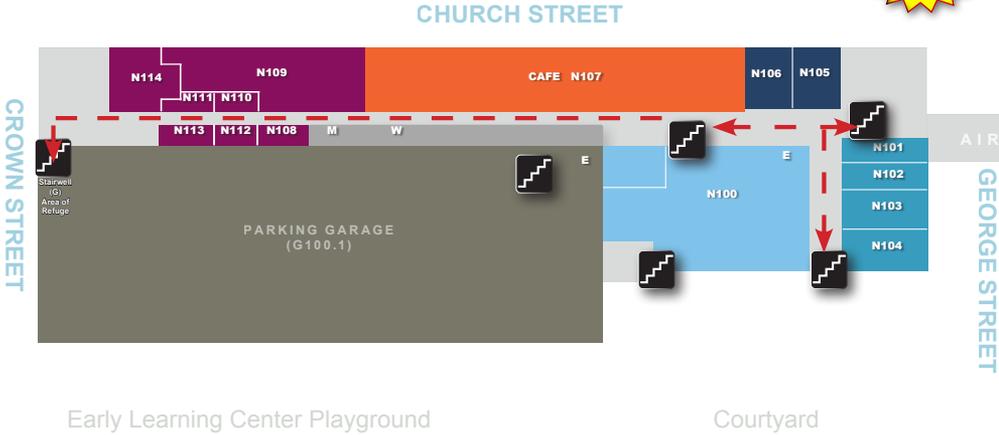
**NORTH BUILDING LOWER LEVEL**

**CHURCH STREET**



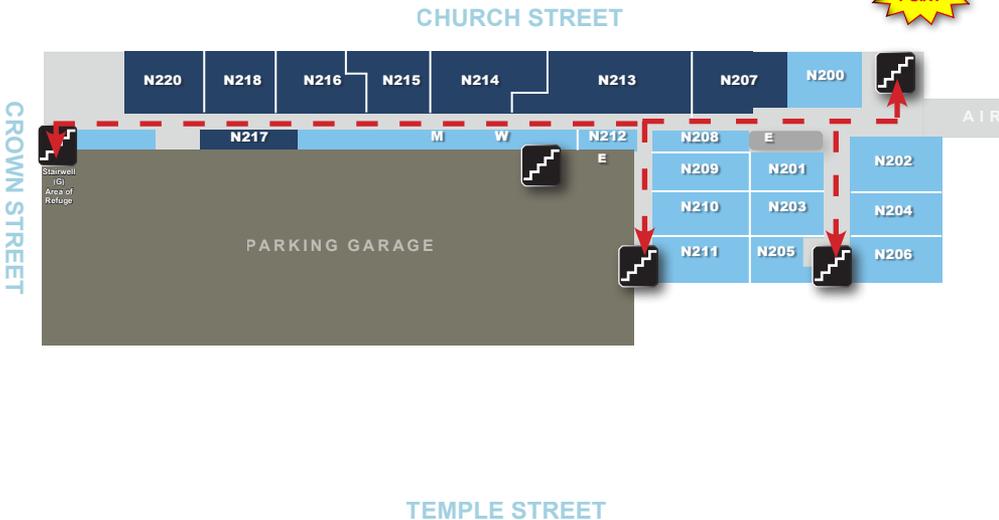
# Building Layouts - Downtown Campus

## NORTH BUILDING FLOOR 1



## TEMPLE STREET

## NORTH BUILDING FLOOR 2



# SOUTH BUILDING FLOOR 1

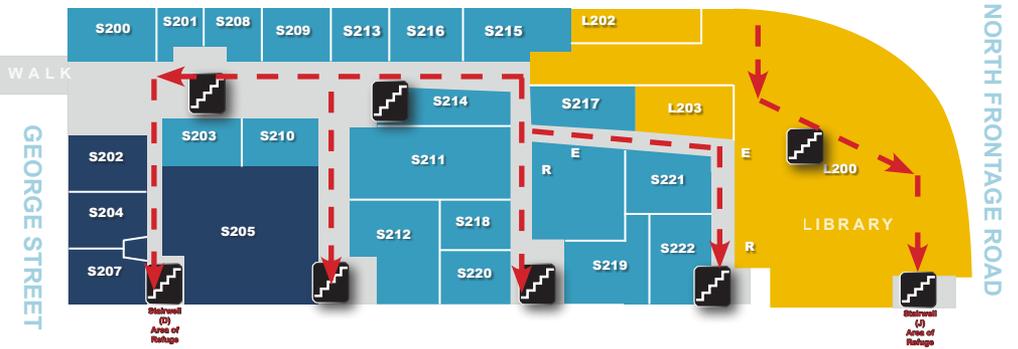
CHURCH STREET



TEMPLE STREET

# SOUTH BUILDING FLOOR 2

CHURCH STREET



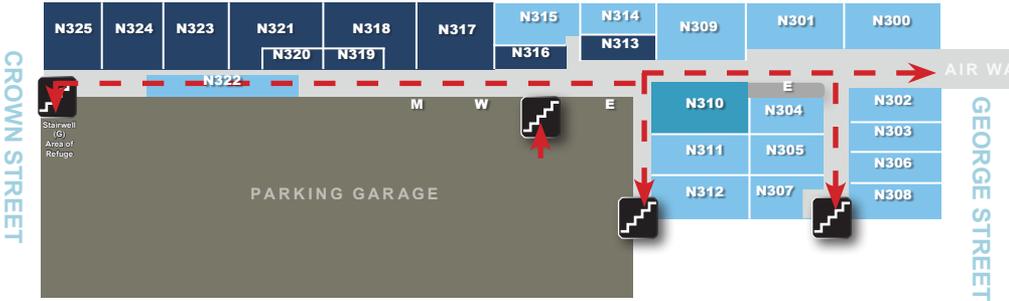
TEMPLE STREET

# Building Layouts - Downtown Campus

## NORTH BUILDING FLOOR 3



CHURCH STREET

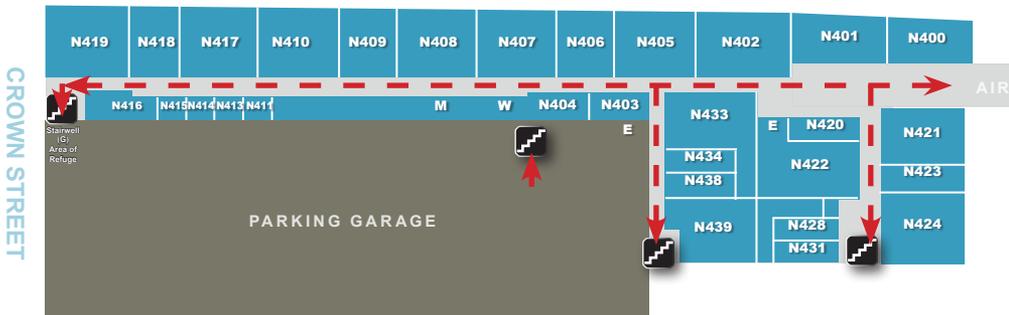


TEMPLE STREET

## NORTH BUILDING FLOOR 4



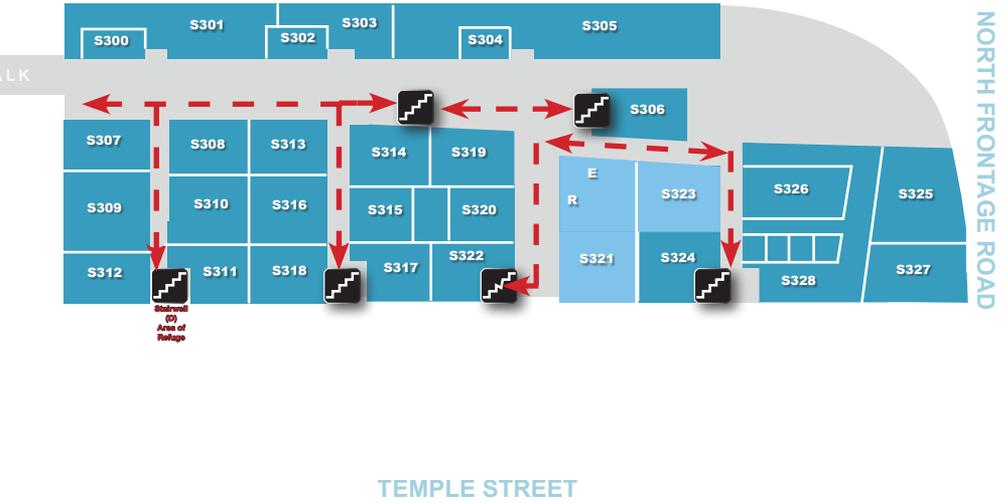
CHURCH STREET



TEMPLE STREET

# SOUTH BUILDING FLOOR 3

CHURCH STREET



# SOUTH BUILDING FLOOR 4

CHURCH STREET

