



Building Evacuation

Walk; don't run, to the nearest exit and leave the building.

Be aware, some exits may be unusable due to smoke or danger.

Do not use the elevator to exit a building.

If you can do so quickly, grab your coat and other valuables as you may be out of the building for an extended period of time.

Report to the building meeting place for attendance purposes.

Lockdown

Shut off lights, close and lock doors, silence cell phones.

Gather students and hide in areas not visible from hallway, doorway or windows. Remain quiet.

Develop plan to overtake intruder should they enter room or area.

Remain in Lockdown until an "All Clear" signal is given and/or a SchoolSuite notification is received.

Wait for additional instructions. Be prepared for other response actions.

Shelter in Place

Close all windows, especially if sheltering for an airborne hazardous material.

Check that all exterior doors are closed and secured.

Account for and calm any students.

Wait for additional instructions via the School Suite app and/or public address system. Be prepared for other response actions.

Fire, Police, Ambulance: 911

Campus Safety Dept: 860-404-4141

Alternate #: 860-404-4624 / A.O.D. 860-882-3168

Secure Campus / Emergency Situation

If outside, enter nearest building and wait for further instructions via the School Suite app.

Close & lock windows and doors and shut curtains if available.

Continue normal indoor academic functions unless told otherwise.

Increase Situational Awareness.

Cancel outdoor activities.

Entering and leaving school buildings may be confined to one entrance and will be monitored.

Suspicious Person / Activity

If you observe a suspicious person or activity do not approach unless you feel it is safe to do so.

Contact 911, Campus Safety and / or the A.O.D. to report the situation and details.

If the situation becomes aggressive or violent, place the school in **Lockdown**, if not already accomplished.

Dial: **(860)404-4440**

Enter **203#** when prompted

Suspicious Package/Bomb

Do not touch or disturb the suspicious item.

Contact 911, Campus Safety and / or the A.O.D. to report the item.

Be prepared to evacuate if necessary. Evacuation may be through other than normal routes that have been checked and cleared of suspicious items.

Quickly gather belongings and valuables as you may be out of the building for an extended period of time.