Emergency Procedures

Fire Alarm Procedures
When the fire alarm sounds in a building, everyone inside is required to leave the building immediately and gather at a safe distance.

All students are educated on drill procedures in class meetings, and boarding students receive dorm specific training in dorm meetings.

The Signal
The continuous sounding of the fire alarm indicates a fire. When the alarm sounds, ALL PERSONS MUST LEAVE ALL BUILDINGS IMMEDIATELY. On your way out of the building, ensure doors and windows are closed behind you. Adults will ensure no students remain in the building for any reason. WALK (do not run) to the nearest exit. KEEP TO THE RIGHT ON STAIRS AND IN CORRIDORS.

The Muster
1. All dormitory residents muster for roll call outside the front doors of their dormitories.
2. Day students muster in the area between the library and science center.
3. Student need to stay in their groups until the drill is over.
4. Groups that are too near to an actual fire will be moved to a nearby safe area by the person(s) in charge to avoid danger and/or obstruction of firefighting efforts.

Fire Safety Information from Windsor Fire Department
Familiarize yourself with your surroundings:
• Where are your exits?
• Where are the fire alarm pull stations?
• Are your paths to the exits clear?
• Are there any fire hazards you can correct?

In case of fire:
• If you notice a fire before the alarm sounds:
  o Pull the fire alarm pull station and start a building evacuation.
  o Go outside your closest exit and call 9-1-1 once you are outside at your meeting place.
• If the fire alarm sounds:
  o Exit the building quickly and safely, using your closest exit, and go to your meeting place outside.
  o Feel every door before you open it:
    ▪ If it is hot do not open it. Find another way out or protect yourself in place by keeping the door closed. Call 9-1-1 or open a window and shout to let people know that you are stuck.
    ▪ If it is cool, open the door slowly. If the hall is filled with smoke, close the door and protect yourself in place. Call 9-1-1 or open a window and shout to let people know that you are stuck. If the hall is clear, proceed to your closest exit. If you can do so, quickly grab your phone, keys, and a pair of shoes with you on your way out of your room. While you go to your exit you may need to crouch low under increasing smoke.
  o Never use the elevator during a fire or fire alarm.
  o If you can quickly and safely do so, bang on the doors of your neighbors to alert them to the fire.
  o Once you are outside, get counted at your meeting place. Stay outside until the fire department tells you it is safe to go back inside.

from Loomis Chaffee Handbook 2022-23
**Lockdown Procedures**

Students are educated about lockdown procedures in class meetings and information is also available on the Student Portal in the Campus Safety folder, including a video on the run, hide, fight protocol. [https://www.cisa.gov/options-consideration-active-shooter-preparedness-video](https://www.cisa.gov/options-consideration-active-shooter-preparedness-video)

In the event of a non-fire emergency, the lockdown alarm will sound and be broadcast over the phones. If a lockdown is activated, the best option is to evacuate the area if there is a safe escape route.

When a lockdown has been called at Loomis, a message will go out over the VoIP phones, building speakers, and text (as long as the student has registered), and the lockdown siren will be activated. When you hear the siren or the lockdown notification, please follow the “Run, Hide, Fight” protocol.

The lockdown siren end after three minutes. THAT DOES NOT MEAN THE LOCKDOWN IS OVER. Stay away from campus (if you evacuated) or continue to shelter in place (if you hid) until you receive notification from the police. If it is a lockdown drill, a pre-designated building captain will release you. These faculty and staff members are identified ahead of time.

**HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY** — From the Department of Homeland Security

Quickly determine the most reasonable way to protect your own life.

1. **RUN**
   
   If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
   
   • Have an escape route and plan in mind;
   • Evacuate regardless of whether others agree to follow;
   • Leave your belongings behind;
   • Help others escape, only if possible;
   • Keep your hands visible;
   • Follow the instructions of any police officers;
   • Do not attempt to move wounded people;
   • Call or text 911 when you are safe.

2. **HIDE**
   
   If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
   
   • Be out of the active shooter’s view;
   • Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door);
   • Not trap you or restrict your options for movement.

   To prevent an active shooter from entering your hiding place:
   
   • Lock the door;
   • Blockade the door with heavy furniture.

   If the active shooter is nearby:
   
   • Lock the door;
   • Silence your cell phone and turn off vibrate. If you have updates and it’s safe to text, contact 911 or Campus Safety at 860-202-5978;
   • Turn off any source of noise (i.e., radios, televisions);
   • Hide behind large items (i.e., cabinets, desks);
   • Remain quiet.
If evacuation and hiding are not possible:
• Remain calm;
• Dial 911 or text 911 if possible, to alert police to the active shooter’s location you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting as aggressively as possible against him/her;
• Throwing items and improvising weapons;
• Yelling;
• Committing to your actions.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
• Officers usually arrive in teams.
• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
• Officers may be armed with rifles, shotguns, handguns.
• Officers may use pepper spray or tear gas to control the situation.
• Officers may shout commands and may push individuals to the ground for their safety.

How to react when law enforcement arrives:
• Remain calm, and follow officers’ instructions;
• Put down any items in your hands (i.e., bags, jackets);
• Immediately raise hands and spread fingers;
• Keep hands visible at all times;
• Avoid making quick movements toward officers such as holding on to them for safety;
• Avoid pointing, screaming and/or yelling;
• Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises.

Emergency Numbers
Windsor Police and Fire 911 *You do not need to dial an outside line from campus phones.
Loomis Chaffee Campus Safety 860.202.5978
Health Center 860.687.6325