Colby·Sawyer College

Emergency Preparedness Guide

Prepared Together. Ready Together.

IN AN EMERGENCY

Call 9-1-1

Campus Safety: 603-526-3300 | Extension 3300

Campus Safety is available 24 hours a day, 365 days a year.

Office of Emergency Management | Department of Campus Safety

Revised August 2026

Emergency Quick Reference

Use this page to identify the immediate protective action. Follow CSC ALERT and responder instructions when they differ from this guide.

CALL FOR HELP

Call 9-1-1 for an emergency, crime in progress, immediate threat, serious injury, fire, or situation requiring police, fire, or emergency medical services. Then notify Campus Safety at 603-526-3300 when it is safe to do so.

EVACUATE

- Leave promptly by the nearest safe exit.
- Use stairs; do not use elevators unless responders direct otherwise.
- Go to the designated Emergency Assembly Point or relocation site.
- Do not re-enter until authorized.

SHELTER-IN-PLACE

- Remain inside or enter the nearest safe building.
- Move to an interior location appropriate to the hazard.
- Secure doors/windows and limit outside air when directed.
- Monitor CSC ALERT until the instruction is lifted.

LOCKDOWN / DENY

- Move away from the threat; enter a securable room.
- Lock and barricade doors; secure secondary openings.
- Turn off lights, silence devices, move out of view, remain quiet.
- Do not open the door until directed by law enforcement or a verified all-clear.

ACTIVE THREAT: AVOID - DENY - DEFEND

- Avoid: move away from danger and evacuate when a safe route is available.
- Deny: prevent access by locking, barricading, silencing, and staying out of view.
- Defend: as a last resort, act decisively when directly confronted and no safer option exists.
- Call 9-1-1 when safe and follow law enforcement instructions.

OFFICIAL INSTRUCTIONS TAKE PRIORITY

Conditions can change quickly. A CSC ALERT message or directions from Campus Safety, law enforcement, fire officials, or other authorized responders may direct you to take a different action. Adjust your response as circumstances warrant.

Contents

Major sections in this guide. Hyperlinked headings are available in the electronic document.

Emergency Quick Reference
Emergency Management at CSC
Reporting Emergencies
CSC ALERT and Communications
Delays and Closings
Personal Preparedness and Faculty Responsibilities
Medical Emergencies
Building Evacuation
Evacuation Assistance and Access Needs
Shelter-in-Place
Lockdown and Hostile Intruder Response
Law Enforcement and Hostage Situations
Bomb Threats and Suspicious Objects
Severe Weather
Fire Safety
Hazardous Materials
Power Outages
Suspicious Letters and Packages
Student Evacuation and Relocation
Recovery, Training, and Resources
Acknowledgments and Disclaimer

PRINTED COPIES

Emergency procedures and contact information may change. Verify that a printed copy is current by checking the revision date and the College Emergency Procedures website.

Emergency Management at CSC

An all-hazards, Incident Command System-based framework for preparedness, response, continuity, and recovery.

Colby-Sawyer College maintains an Emergency Management Plan and related procedures to provide a coordinated framework for preparing for, responding to, and recovering from emergencies that may affect the College community.

How the College Organizes a Response

The College uses the Incident Command System (ICS) to establish clear leadership, coordination, communication, and accountability. Depending on the nature and scope of an incident, the College may activate its emergency management structure and involve the Emergency Management Team, Incident Response Team, senior leadership, appropriate College departments, and external response agencies.

EMERGENCY MANAGEMENT TEAM (EMT)

- Assesses the incident and its impact on College operations.
- Establishes response objectives and priorities.
- Coordinates institutional decisions, resources, continuity, and recovery.
- Advises the President and senior leadership.

INCIDENT RESPONSE TEAM (IRT)

- Supports operational coordination across College departments.
- Carries out response strategies and assigned actions.
- Shares situational information and resource needs.
- Coordinates with Campus Safety, Facilities, IT, Student Development, Marketing and Communications, and other partners.

College Response Priorities

1. Protect human life and support health and safety services.
2. Stabilize the incident and prevent additional harm.
3. Protect College property, information, and other resources.
4. Maintain or restore essential College services and continuity of operations.
5. Assess impacts, support recovery, and restore general campus operations.

External Coordination

Campus Safety generally serves as the initial College point of coordination and works with New London Police, New London Fire, New London Hospital Emergency Medical Services, utility providers, public health officials, and local, state, and federal agencies as appropriate.

DEPARTMENT AND UNIT PLANNING

College departments support institutional preparedness through unit-level emergency planning appropriate to their responsibilities. Employees should know their department's continuity priorities, communication plan, essential records, and assigned emergency roles.

Reporting Emergencies

Prompt, accurate information helps responders protect life and manage the incident.

EMERGENCY OR IMMEDIATE THREAT

Call 9-1-1 for any emergency, crime in progress, immediate threat, serious injury, fire, or situation requiring police, fire, or emergency medical assistance. Call Campus Safety at 603-526-3300 after 9-1-1 when it is safe to do so.

Information to Provide

- Your name and callback number.
- The exact location, including building, floor, room, roadway, or nearby landmark.
- The nature of the emergency and whether the threat is ongoing.
- The number and condition of people affected.
- Descriptions of persons, vehicles, weapons, hazards, smoke, odors, or other relevant conditions.
- The safest known access route for responders.

Stay on the call until the dispatcher ends it. Follow the dispatcher's instructions and do not place yourself at additional risk to gather information.

Non-Emergency Safety Concerns

Report hazardous conditions, suspicious activity, damaged locks or lighting, unauthorized access, theft, or other non-emergency safety concerns to Campus Safety at 603-526-3300 or in person at James House. Emergency telephones are located at residence hall entrances and various academic and administrative buildings; blue-light emergency telephones are located in Lots K and M.

DO NOT RELY ON EMAIL, WEB FORMS, OR SOCIAL MEDIA DURING AN EMERGENCY

These methods may not be monitored continuously and do not summon an immediate response. Call 9-1-1 and Campus Safety.

Campus Security Authorities and reporting information: https://www.colby-sawyer.edu/offices/campus-safety/clery-act/security-authorities

CSC ALERT and Emergency Communications

The College uses multiple communication methods because no single method can be guaranteed to reach everyone.

CSC ALERT is the College's primary mass-notification system. It may distribute emergency and urgent messages through text, email, campus telephones, desktop notifications, emergency displays and monitors, and other connected channels. The College may also use its website and emergency webpage, public-address systems, official email, in-person notification, social media, signage, local media, or other methods appropriate to the circumstances.

What an Emergency Message May Include

- The nature and known location of the emergency.
- Buildings, areas, or groups affected.
- The protective action to take: evacuate, shelter-in-place, lockdown, avoid an area, relocate, or take another action.
- Areas or routes to avoid.
- Follow-up instructions, changes in conditions, and an all-clear or concluding notice when appropriate.

Keep Your Information Current

Students and employees should enroll in CSC ALERT and keep their mobile number, email, and other contact information current. Read the entire message, follow the instructions promptly, and continue monitoring official channels until normal operations resume.

EMERGENCY NOTIFICATION AND OTHER ALERTS

CSC ALERT may be used for a confirmed significant emergency or dangerous situation involving an immediate threat. It may also be used for urgent operational information such as weather closures, utility disruptions, road or building closures, or transportation changes. Not every use of CSC ALERT is a Clery Act emergency notification.

Families, Visitors, and the Broader Community

When appropriate, the College may provide information to parents and families, neighboring community members, the general public, news media, and local emergency partners. Public information may be shared through the College website, social media, media releases, recorded telephone messages, and direct coordination with response agencies. Students and employees should avoid sharing unverified information that could cause confusion or interfere with response operations.

Sign up for or update CSC ALERT: https://www.colby-sawyer.edu/offices/campus-safety/alert-system

Current emergency procedures and notices: https://www.colby-sawyer.edu/offices/campus-safety/emergency-procedures

Delays and Closings

Operational decisions are communicated through official College channels.

The College makes every effort to remain open but may delay opening, close the physical campus, modify operations, or cancel activities because of severe weather, utility disruptions, unsafe travel conditions, or other unavoidable circumstances. The chief academic officer, in collaboration with members of the Senior Leadership Team, determines the College's operating status.

Decision and Notification Targets

- A decision to close for the day or delay opening is generally announced by 5:15 a.m., whenever possible.
- A decision affecting evening operations or events is generally announced by 2 p.m., whenever possible.
- A standard delayed opening means the College opens and the regular academic schedule resumes at 10 a.m.; classes beginning before 10 a.m. are canceled unless the announcement states otherwise.
- The Hogan Sports Center and Windy Hill School generally follow the College operating status unless a separate announcement is issued.

When the Physical Campus Is Closed

- On-campus classes, practices, events, rehearsals, and offices are closed unless specifically authorized.
- Only functions deemed essential to College operations continue on campus. Pre-designated essential personnel should follow supervisor instructions.
- Resident students may remain in assigned housing and should follow College safety instructions.
- Persons not designated for essential functions should not travel to or return to campus until the College announces reopening.
- Faculty may conduct classes remotely at their discretion and will communicate directly with students.
- Employees whose work can be performed remotely should follow supervisor and Human Resources guidance.

> **PERSONAL SAFETY**
> When the College remains open, students and nonessential employees should use reasonable judgment about travel conditions and communicate promptly with instructors or supervisors when weather or road conditions prevent safe travel.

Official Announcement Methods

- CSC ALERT text and email messages.
- The College homepage and emergency webpage.
- A recorded message on the College main number, 603-526-3000, when activated.
- Official email, social media, local media, signage, or other channels as appropriate.

Personal Preparedness and Faculty Responsibilities

Preparation before an incident improves individual and community resilience.

Personal Preparedness

- Enroll in CSC ALERT and keep contact information current.
- Know at least two exits from the rooms and buildings you use most often.
- Identify posted Emergency Assembly Points and severe-weather shelter locations.
- Keep essential medications, accessibility equipment, identification, and emergency contact information readily available.
- Maintain a charged phone and, when practical, a portable power bank.
- Develop a personal communication plan and identify an out-of-area contact.
- Discuss assistance needs in advance with Access Resources, Human Resources, Residential Education, or Campus Safety as applicable.
- Participate in drills and treat every alarm and instruction as real unless authorized officials state otherwise.

Faculty and Instructor Responsibilities

- At the beginning of each term, become familiar with primary and alternate exits, the building Emergency Assembly Point, and how emergency alerts will be received.
- When directed to evacuate, stop instruction and provide calm, clear direction. Alert others in the immediate area when safe.
- Close doors without locking them when doing so will not delay evacuation; do not use elevators unless authorized.
- Proceed to the assembly or relocation area and remain with the class when practical.
- Report known missing persons or individuals unable to evacuate to Campus Safety or responders.
- During shelter-in-place or lockdown, help communicate the protective action, reduce noise and movement, and follow official instructions.
- Do not conduct searches or rescue actions beyond your training or place yourself at unreasonable risk.

> **INSTRUCTION MAY CHANGE**
> Emergency messages may override normal class schedules, assembly points, building access rules, or department procedures. Follow the most recent official instruction.

Faculty classroom responsibilities: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/faculty-classroom-responsibilities

Medical Emergencies

Call for professional help early. Provide care only within your training.

Recognize an Emergency

Medical emergencies may include unconsciousness or unresponsiveness, difficulty breathing, chest pain, severe bleeding, seizure, severe allergic reaction, suspected overdose, serious injury, head or neck trauma, or any condition that appears life-threatening.

1. Call 9-1-1 immediately. Give the exact location and nature of the emergency.
2. Notify Campus Safety at 603-526-3300 so an officer can guide responders to the scene and support the response.
3. Do not move the person unless there is an immediate danger, such as fire, traffic, or another active hazard.
4. Provide CPR, use an AED, control severe bleeding, administer naloxone, or provide other first aid only if trained and able to do so safely.
5. Stay with the person, keep the area clear, send someone to meet responders, and provide known medical information.
6. Follow dispatcher and responder instructions. Do not give food, drink, or medication unless directed by a qualified professional.

> **BLOOD AND BODY FLUIDS**
> Avoid direct contact. Use appropriate personal protective equipment when available. If exposed, wash the area promptly with soap and water and seek medical guidance.

After the Immediate Response

- Campus Safety documents the incident and coordinates with emergency medical services and appropriate College officials.
- Students may be referred to the Baird Health and Counseling Center for follow-up care.
- The College may review significant incidents to identify lessons and improve plans, training, or equipment.

Baird Health and Counseling Center: 603-526-3621

Campus emergency medical training opportunities, including CPR/AED and Stop the Bleed, may be offered through Campus Safety, Colby-Sawyer EMS, and community partners.

Building Evacuation

Evacuate immediately when an alarm sounds or authorized personnel direct you to leave.

Before an Emergency

- Know at least two exits from your work, classroom, residence, or activity area.
- Identify fire alarm pull stations, stairways, areas of refuge, and the posted Emergency Assembly Point.
- Keep corridors, stairwells, exits, and fire doors clear.
- Participate in drills and report damaged alarms, exit signs, lighting, doors, or other safety equipment.

When an Evacuation Is Ordered or an Alarm Sounds

1. Stop work and leave promptly by the nearest safe exit. Do not delay to collect belongings.
2. Use stairs. Do not use elevators unless emergency personnel specifically authorize their use.
3. Close doors behind you when possible, but do not lock them. Do not prop open stairwell or fire doors.
4. Assist others when it is safe and appropriate and within your abilities. Do not attempt an unsafe lift or carry.
5. Follow directions from Campus Safety, building coordinators, Residential Education, fire officials, law enforcement, or other authorized personnel.
6. Move at least 40 feet from the building and proceed to the designated Emergency Assembly Point or another location identified by responders.
7. Remain with your group, keep emergency access routes clear, and report anyone who may be missing or unable to evacuate.
8. Do not re-enter until the fire department, Campus Safety, law enforcement, or another authorized authority permits it.

> **IF YOUR NORMAL EXIT OR ASSEMBLY POINT IS UNSAFE**
> Use an alternate safe exit and move away from the hazard. Emergency personnel may relocate the assembly point because of fire, smoke, hazardous materials, weather, law-enforcement activity, or other conditions.

If You Cannot Evacuate

- Move to the safest available protected room, area of refuge, or enclosed stairwell when appropriate.
- Close doors between yourself and the hazard and seal gaps if smoke is entering.
- Call 9-1-1 and Campus Safety. Provide your exact location, condition, and assistance needed.
- Signal responders from a window or other visible location when safe.
- Remain in place unless conditions become immediately dangerous or responders direct you to move.

Building evacuation procedure: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/building-evacuation-procedure

Emergency Assembly Points: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/emergency-assembly-points

Evacuation Assistance and Access Needs

Use a person-centered approach. Ask before assisting and do not exceed your training.

Plan Ahead

- Identify accessible primary and alternate exits, areas of refuge, and more than one route from locations you regularly use.
- Arrange trusted assistance when appropriate and discuss backup options.
- Students may consult Access Resources; employees may consult Human Resources. Residential students may also work with Residential Education. Campus Safety can assist with building-specific planning.
- Keep mobility devices, service animals, communication devices, medications, and other essential supports accessible.

General Assistance Principles

- Identify yourself and ask, “How can I help?” Follow the person’s directions whenever possible.
- Do not touch, move, lift, or carry a person without permission unless there is an immediate life threat.
- Do not separate a person from a wheelchair, service animal, cane, communication device, or other support unless the person directs you to do so or immediate danger requires action.
- Never attempt a carry or use an evacuation chair unless trained, the method is appropriate, and conditions allow it to be done safely.
- Call 9-1-1 and Campus Safety with the person’s exact location and needed assistance when safe evacuation is not possible.

VISION ACCESS NEEDS

- State your name and describe the emergency.
- Offer your arm rather than pulling or pushing.
- Describe obstacles, stairs, doors, and changes in direction.
- Do not separate the person from a service animal.

HEARING OR COMMUNICATION ACCESS NEEDS

- Gain attention visually or with a gentle tap when appropriate.
- Use written notes, text, gestures, or other preferred communication methods.
- Face the person and keep instructions direct and specific.
- Accompany the person if requested.

Mobility Access Needs

- Use an accessible exit route when available. Do not use an elevator unless emergency personnel authorize it.
- If stairs prevent evacuation, move to a protected area or area of refuge when appropriate and report the exact location.
- Remain with the person only when it is safe to do so. Do not block stairs, landings, or responder access.

Evacuation for people with disabilities and access needs: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/evacuation-for-people-with-disabilities

Shelter-in-Place

Used when conditions outside or nearby make evacuation unsafe.

Shelter-in-place may be appropriate for severe weather, hazardous materials, environmental hazards, nearby police activity, extreme temperatures, or other emergencies. The safest shelter location depends on the hazard. Follow CSC ALERT and responder instructions.

1. If inside, remain inside unless the building is unsafe. If outside, enter the nearest safe building or move as directed by responders.
2. Move to an appropriate interior location. For severe weather, use the lowest safe interior level away from windows. For an outdoor airborne hazard, choose an interior room with few windows, preferably above ground.
3. Close and secure exterior doors and windows. Turn off local fans or ventilation equipment only when instructed and when it can be done safely.
4. Bring essential medications, accessibility equipment, a phone, charger, water, and other supplies only if they are immediately available and collecting them does not delay protective action.
5. Account for people with you and report urgent medical or safety needs to 9-1-1 or Campus Safety.
6. Monitor CSC ALERT, official email, the College website, and instructions from responders.
7. Remain sheltered until directed to relocate, evacuate, or resume normal activities.

SHELTER-IN-PLACE IS NOT THE SAME AS LOCKDOWN

Shelter-in-place protects against a hazard that makes movement or outside exposure unsafe. Lockdown is a security action used to deny a threatening person access. The room, building, or protective actions may differ.

Shelter-in-place guidance: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/shelter-in-place

Lockdown and Hostile Intruder Response

Use the Avoid-Deny-Defend model and adjust as conditions change.

A lockdown may be ordered when a serious security threat makes movement through a building or campus unsafe. An active-threat incident can change quickly; a lockdown instruction does not require you to remain in a room that is directly threatened or unsafe.

AVOID - Move Away from Danger

- When a safe route exists, move away from the known or suspected threat and leave the affected area.
- Use the nearest safe exit, including an emergency exit or window when appropriate and safe.
- Leave personal belongings behind. Encourage others to leave, but do not delay your own escape.
- Continue until you are well away from danger. Do not report to a normal fire-evacuation assembly point unless directed; it may be near the threat.
- Call 9-1-1 when safe and warn others not to enter the dangerous area when you can do so without increasing risk.

DENY - Prevent Access

- Enter the nearest securable room or space and lock the door.
- Barricade the door with heavy furniture or other available objects and secure secondary entrances when possible.
- Close and lock windows; close blinds, shades, or curtains.
- Turn off lights; silence phones and electronic devices; remain quiet.
- Move away from doors, windows, and interior glass. Spread out and position behind substantial objects when possible.
- Call 9-1-1 when it is safe to communicate. Do not open the door until law enforcement directs you or an official all-clear is verified.

DEFEND - Last Resort

If you cannot safely Avoid or Deny and are directly confronted with an immediate threat to life, act decisively to protect yourself. Attempt to disrupt or incapacitate the attacker, use available objects to distract or block, move and create distance, and work with others when possible. Defend is a last-resort survival action; it does not mean pursuing, searching for, or moving toward the threat.

FIRE ALARMS DURING A SECURITY INCIDENT

During a lockdown or hostile-intruder incident, do not leave a secure location solely because a fire alarm sounds unless you observe fire or smoke, conditions become unsafe, or emergency personnel direct evacuation. Call 9-1-1 if you believe there is a fire danger.

If You Are Outdoors, in a Vehicle, or Off Campus

- Move away from the known or suspected threat. Leave campus or enter the nearest safe, securable building when that moves you away from danger.
- Do not cross campus or move toward a usual classroom, residence, office, or vehicle if doing so could bring you closer to the threat.
- Use buildings, walls, vehicles, terrain, or other substantial objects as cover while moving.
- If driving, leave the area when safe, follow responder directions, and do not return until authorized.
- If off campus, remain away from campus, monitor official messages, and do not call people inside the affected location unless emergency officials request it.

Lockdown procedure: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/lockdown-procedure

Intruder or suspicious person procedure: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/intruder-procedure

Law Enforcement and Hostage Situations

Remain calm, follow commands immediately, and avoid sudden movements.

When Law Enforcement Arrives

- Officers may arrive in uniforms or tactical equipment and may carry rifles, shotguns, or other equipment.
- Put down objects in your hands. Keep your hands empty, raised, and visible with fingers spread.
- Remain calm and follow commands immediately, even if officers use a loud voice or direct you to the ground.
- Avoid sudden movements, pointing, yelling, or approaching officers.
- Move in the direction officers indicate. Initial officers may pass injured people while moving to stop the threat; rescue teams will follow.
- Provide the location and description of the threat, number of persons involved, weapons observed, and known victims when asked.
- Do not leave a safe area or assembly point until authorized. You may be asked to identify yourself or provide witness information.

If You Observe a Hostage Situation

- Remove yourself from danger and call 9-1-1 as soon as it is safe.
- Provide the exact location, number and description of hostage takers, number of hostages, weapons observed, and your contact information.
- Do not approach, intervene, negotiate, or draw attention to yourself.

If You Are Taken Hostage

- Remain calm, be respectful, and comply with instructions unless doing so creates an immediate greater danger.
- Avoid sudden movements, arguments, political or ideological discussion, threats, or actions that draw attention to you.
- Observe details that may help responders later, but do not stare or act suspiciously.
- Stay low and behind cover when possible.
- During rescue, do not run. Drop to the floor or remain still, keep hands visible, and follow every instruction. Do not resist if temporarily restrained or searched.

EVERY SITUATION IS DIFFERENT

Hostage and active-threat situations require different responses. Use the information available, prioritize immediate life safety, and follow law enforcement instructions.

Bomb Threats and Suspicious Objects

Preserve information, avoid handling objects, and follow law-enforcement directions.

SUSPICIOUS OBJECT

Do not touch, move, cover, open, or use a radio or phone immediately beside a suspicious object. Move away, prevent others from approaching, and call 9-1-1 and Campus Safety from a safe location. Do not activate a fire alarm or initiate a building-wide evacuation unless directed or there is an immediate fire danger.

Threat Received by Telephone

- Remain calm. Do not hang up, transfer the call, or place the caller on hold.
- Keep the caller talking as long as possible. Signal another person to call 9-1-1 from a different phone when possible.
- Write down the caller ID number, exact words, time, background sounds, voice characteristics, and emotional state.
- Ask: When will it explode? Where is it? What does it look like? What kind of device is it? What will cause it to explode? Who placed it and why?
- Complete the CISA Bomb Threat Checklist. After the caller disconnects, leave the line open when possible and call 9-1-1 from another phone.

Threat Received by Email, Text, Social Media, Note, or Mail

- Do not delete, forward, alter, or unnecessarily handle the message or item.
- Preserve the device, envelope, note, header information, screenshots, and other evidence.
- Call 9-1-1 and Campus Safety and follow instructions. Do not broadly share the threat.

Evacuation or Shelter Decision

Law enforcement and College officials will determine whether to evacuate, shelter, relocate, or take another protective action based on the specific threat, location, and available information. If directed to evacuate, take personal items only when immediately available and specifically instructed; unusual or abandoned items may require evaluation.

CISA Bomb Threat Checklist: https://www.cisa.gov/resources-tools/resources/bomb-threat-checklist

CSC bomb threat guidance: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/bomb-threats

Severe Weather

Monitor official alerts and move to the safest available location for the hazard.

Watch and Warning

- Watch: Conditions are favorable for severe weather. Review your plan and continue monitoring official information.
- Warning: Severe weather has been detected or is occurring. Take the protective action immediately.

Severe Thunderstorm or Tornado

- Move to the lowest safe level of the building, in an interior room or hallway away from windows, exterior doors, glass, and large roof spans.
- Do not go outside to reach another building when severe weather is imminent. Use the best available interior shelter in your current building.
- Protect your head and neck with your arms and use a sturdy table, mattress, clothing, or other available material for additional cover.
- Avoid elevators. Remain sheltered until the warning has expired or the College or emergency officials give further instructions.
- If outside and unable to reach a building, move away from trees, poles, vehicles, and power lines. Seek a low area that is not subject to flooding and protect your head and neck.

Lightning and High Winds

- Move indoors and stay away from windows, exterior doors, plumbing, and wired electrical equipment when possible.
- Avoid fields, elevated areas, isolated trees, metal fences, athletic equipment, and bodies of water.
- Report downed wires, damaged trees, structural damage, or blocked roads to 9-1-1 or Campus Safety. Treat all downed wires as energized.

Winter Weather and Extreme Temperatures

- Follow delay, closing, transportation, and building-status messages.
- Dress for conditions, use cleared walkways, allow extra travel time, and avoid unnecessary travel.
- Report unsafe walkways, heating failures, water leaks, or other building hazards to Campus Safety or Facilities.
- During extreme heat, reduce strenuous activity, hydrate, use cooled spaces, and seek medical help for confusion, fainting, severe weakness, or other signs of heat illness.
- During extreme cold, limit exposure and seek help for numbness, confusion, slurred speech, or uncontrolled shivering.

BUILDING-SPECIFIC LOCATIONS

Posted shelter and evacuation information and the College Emergency Guidelines provide building-specific directions. Emergency personnel may change a location based on the incident.

Fire Safety

Every alarm requires prompt evacuation unless emergency personnel specifically direct otherwise.

If You Discover Fire, Smoke, or a Burning Odor

1. Activate the nearest fire alarm pull station if the alarm is not already sounding.
2. Evacuate immediately by the nearest safe exit. Warn others as you leave when safe.
3. Close doors behind you to limit the spread of smoke and fire. Do not lock doors or prop fire doors open.
4. Call 9-1-1 from a safe location and provide the building, floor, room, and known conditions.
5. Notify Campus Safety at 603-526-3300 when safe and proceed to the designated Emergency Assembly Point.

During Evacuation

- Do not delay to retrieve belongings.
- Use stairs, not elevators.
- If smoke or fire blocks your primary route, use an alternate safe exit.
- Check a closed door for heat before opening it when fire conditions are suspected. Do not open a hot door.
- Stay low if smoke is present and move to cleaner air.
- Do not re-enter until the New London Fire Department, Campus Safety, or another authorized authority permits it.

If Trapped or Unable to Evacuate

- Move to the safest room or protected area and close doors between yourself and the fire.
- Seal gaps around the door with cloth when possible to reduce smoke entry.
- Call 9-1-1 and give your exact location and condition.
- Signal at a window with a light-colored object. Do not break the window unless necessary for survival.

Fire Extinguishers

Use a fire extinguisher only if you have been trained, the fire is very small and in its earliest stage, the correct extinguisher is available, 9-1-1 and the alarm have already been activated, and you have a clear exit behind you. If the fire does not go out immediately, leave.

> **REPORT ALL RESIDENCE-HALL FIRES**
> All fires in on-campus student housing must be reported to Campus Safety for investigation, the fire log, and annual statistics. This includes fires that were extinguished before responders arrived and evidence of a fire discovered later.

If clothing catches fire: Stop, drop, and roll. Cover your face and continue rolling until the flames are out. Cool burns with clean, cool water and seek medical care.

Fire safety plan: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/fire-safety-plan

Hazardous Materials

Do not attempt cleanup unless specifically trained and authorized.

Spill, Release, or Unusual Odor

1. Move away from the material and warn others. Avoid breathing vapors, walking through the spill, or touching contaminated surfaces.
2. Call 9-1-1 for a life-safety threat, significant release, unknown substance, fire, injury, exposure, or rapidly changing condition. Notify Campus Safety at 603-526-3300.
3. Provide the exact location, substance name if known, amount, container type, visible reaction, injuries, and whether the material is spreading.
4. Close doors or isolate the area when safe. Do not enter or allow others to enter.
5. Do not activate a fire alarm unless there is a fire or responders direct you to do so; an alarm could move people toward a hazard.
6. Follow instructions to evacuate, shelter-in-place, decontaminate, or seek medical evaluation. Re-enter only after an authorized all-clear.

Exposure

- Move to fresh air or away from the source without entering a contaminated area.
- Use an emergency eyewash or safety shower immediately when appropriate and continue flushing as directed by the safety data sheet or emergency dispatcher.
- Remove contaminated clothing only when instructed or necessary to stop exposure; avoid spreading contamination.
- Call 9-1-1 and report the substance and exposure route. Bring the product label or safety data information only if it can be obtained safely.

LABORATORY OR WORK AREA PROCEDURES

Departments that use hazardous materials must maintain specific training, safety data sheets, spill equipment, and emergency procedures. Follow the more protective department procedure when it applies.

Hazardous-material spill guidance: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/hazardous-material-spill

Power Outages

Protect life-safety systems, prevent injury, and monitor official operating instructions.

Immediate Actions

- For a localized outage, electrical hazard, smoke, or burning odor, call Campus Safety at 603-526-3300. Call 9-1-1 for fire, injury, or an immediate life-safety threat.
- Use flashlights or battery-powered lighting. Candles and other open flames are prohibited.
- Do not use elevators. If trapped, use the elevator emergency call button, which connects to 9-1-1, and remain calm.
- Turn off or unplug computers, appliances, laboratory equipment, and nonessential electrical devices to reduce damage from a power surge when service returns.
- Keep refrigerators, freezers, and exterior doors closed unless access is necessary.
- Report persons who need power-dependent medical or accessibility support to 9-1-1 or Campus Safety.

Campus Operations

- Classes and activities continue unless the College, an instructor, or another authorized official announces a change.
- Emergency lighting, access control, telephones, network service, elevators, HVAC, and other systems may operate differently or may be unavailable.
- Avoid overloading Campus Safety and emergency phone lines with routine status questions during a campus-wide outage. Monitor CSC ALERT, email, and the College website.
- Remain in a safe building unless directed to relocate. The College may open warming, cooling, charging, dining, or temporary shelter locations depending on conditions.
- For an extended outage, the College may close or restrict buildings, relocate programs, modify work or class arrangements, arrange transportation or temporary housing, and issue additional accountability instructions.

When Power Returns

- Allow Facilities, IT, Campus Safety, and other departments to inspect and restore systems.
- Do not reset breakers, generators, elevators, laboratory systems, or building equipment unless authorized.
- Reconnect essential devices gradually and report damaged equipment, unusual odors, leaks, alarms, or access-control problems.
- Do not reoccupy a closed area until an authorized all-clear or reopening notice is issued.

Power outage guidance: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/power-outage

Suspicious Letters and Packages

Do not handle a suspicious item or attempt to clean a released substance.

Possible Warning Signs

- Unexpected sender, no return address, or a postmark that does not match the return address.
- Excessive postage, tape, string, security markings, or restrictive wording such as “Personal” or “Confidential.”
- Misspelled names or titles, handwritten or poorly typed address, or a title without a name.
- Unusual weight, lopsided shape, bulges, protruding wires or foil, oily stains, discoloration, odor, powder, or a ticking sound.
- Threatening language or an item that is unexpected for the recipient or location.

If the Item Is Unopened and Intact

- Do not touch, move, shake, smell, open, cover, or place the item in water or a container.
- Leave the immediate area, keep others away, and call 9-1-1 and Campus Safety from a safe location.
- Do not use a radio or phone directly beside a suspected explosive device.

If Powder, Liquid, or Another Substance Is Released

- Do not clean it up. Avoid touching your face and do not brush the substance from clothing.
- Turn off a local fan only if the control is immediately accessible and doing so does not spread contamination or delay your exit.
- Leave the room, close the door, and prevent others from entering.
- Wash exposed skin with soap and water. Do not use bleach or harsh disinfectants on skin.
- Remove heavily contaminated clothing only when instructed or necessary, place it in a sealable container if available, and avoid spreading contamination.
- Make a list of people who were in the area and provide it to responders and public health officials.

PRESERVE EVIDENCE

Do not delete related email or messages. Minimize handling of envelopes, notes, containers, or devices and follow law-enforcement instructions.

Student Evacuation and Relocation

Students may be directed to relocate elsewhere on campus or to an off-campus location.

An emergency may require evacuation from a residence hall, academic building, area of campus, or the entire campus. Follow CSC ALERT and responder instructions. Incident-specific directions override normal Emergency Assembly Points or routines.

Prepare in Advance

- Keep CSC ALERT contact information current and know residence-hall exits and assembly locations.
- Maintain access to essential medications, identification, accessibility equipment, and emergency contact information.
- Keep a phone charger or portable power bank and consider a small emergency bag with essential items.
- Develop a personal plan and identify an out-of-area contact. Text messages may be more reliable than voice calls during network congestion.
- Discuss transportation, medication, dietary, housing, service-animal, and accessibility needs with Residential Education, Access Resources, or Campus Safety before an emergency.

When Directed to Evacuate

- Leave promptly by the nearest safe route. Do not delay to collect belongings.
- Bring medications, phone, ID, weather-appropriate clothing, toiletries, and accessibility equipment only when time permits and the items are immediately available.
- Go to the designated assembly or relocation location, check in, and remain with your assigned group.
- Report missing roommates, urgent health needs, or anyone who may still be inside.
- Keep roads, fire lanes, entrances, and responder routes clear. Do not return until authorized.

On-Campus Relocation

- Check in with Residential Education, Student Development, Campus Safety, or other designated staff.
- Remain at the assigned location, monitor official messages, and notify staff before leaving or changing locations.
- Follow instructions regarding meals, medications, charging, sleeping arrangements, transportation, and accountability.

Off-Campus Relocation

- The College may arrange transportation, temporary housing, meals, reunification, or other services.
- Do not self-deploy to another location unless directed or unless immediate safety requires it. If you leave independently, report your destination and status through the designated accountability process.
- Commuter students and students with transportation or housing needs should request assistance through the contact identified in the emergency message.

Student emergency evacuation guidance: https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines/student-emergency-evacuation

Recovery, Training, and Resources

Preparedness continues after the immediate danger has passed.

After an Emergency

- Continue following official instructions regarding re-entry, transportation, housing, classes, work, and campus operations.
- Report injuries, missing persons, property damage, access problems, utility failures, or unmet support needs through the designated College channel.
- Preserve relevant records, photographs, messages, and receipts when safe and appropriate.
- Use College health, counseling, academic, employee, spiritual, and student-support resources as needed.
- Avoid entering damaged or restricted areas and do not interfere with investigations, cleanup, or restoration work.

Emergency Preparedness Education and Exercises

The College provides emergency preparedness education throughout the year and tests emergency response and evacuation procedures at least annually through drills, exercises, emergency-notification tests, or other appropriate activities. Tests may be announced or unannounced. The College documents the activity, evaluates performance, identifies corrective actions, and uses the results to improve plans, communications, training, equipment, and institutional capabilities.

PARTICIPATE AND PROVIDE FEEDBACK

Drills, exercises, and after-action surveys are opportunities to identify barriers and improve readiness. Report concerns about alarms, messages, accessibility, assembly locations, building systems, or procedures.

College Resources

- **Emergency Procedures:** https://www.colby-sawyer.edu/offices/campus-safety/emergency-procedures
- **Emergency Guidelines:** https://www.colby-sawyer.edu/offices/campus-safety/emergency-guidelines
- **CSC ALERT:** https://www.colby-sawyer.edu/offices/campus-safety/alert-system
- **Clery Act information and Annual Security and Fire Safety Report:** https://www.colby-sawyer.edu/offices/campus-safety/clery-act
- **Campus Safety:** 603-526-3300 | James House | Available 24/7
- **Baird Health and Counseling Center:** 603-526-3621

Public Preparedness Resources

- **Ready.gov:** https://www.ready.gov/
- **ReadyNH:** https://www.readynh.gov/
- **FEMA preparedness resources:** https://www.fema.gov/emergency-managers/individuals-communities
- **CISA bomb-threat resources:** https://www.cisa.gov/topics/physical-security/bombing-prevention
- **FBI active-shooter safety resources:** https://www.fbi.gov/how-we-can-help-you/active-shooter-safety-resources
- **CDC emergency preparedness and response:** https://emergency.cdc.gov/

Acknowledgments and Disclaimer

This guide is a public quick-reference resource and is not a substitute for official emergency instructions.

Acknowledgments

This guide incorporates College emergency management plans, procedures, training materials, webpage content, and the 2026 Colby-Sawyer College Annual Campus Security and Fire Safety Report. It also draws upon guidance and educational resources from the Advanced Law Enforcement Rapid Response Training Center (ALERRT), Cybersecurity and Infrastructure Security Agency (CISA), Federal Bureau of Investigation (FBI), Federal Emergency Management Agency (FEMA), Centers for Disease Control and Prevention (CDC), Ready.gov, ReadyNH, the United States Postal Inspection Service, and local emergency response partners.

Document Use

This guide is intended to help students, employees, and visitors recognize common hazards and remember basic protective actions. It is not a comprehensive emergency operations plan, does not create a guarantee of safety, and does not replace training, professional judgment, College policy, or instructions from public safety officials.

Emergency conditions vary. The most recent direction from CSC ALERT, Campus Safety, law enforcement, fire officials, emergency medical services, public health officials, or other authorized responders takes priority over general guidance in this document.

Individuals should provide first aid, firefighting, evacuation assistance, hazardous-material response, defensive action, or other emergency assistance only within their training, ability, and the circumstances. No person is expected to place themselves at unreasonable risk.

College policies, emergency procedures, contacts, facilities, and technologies may change. Consult the College website for the most current information. This guide should be reviewed and updated regularly as part of the College’s emergency management and continuous-improvement process.

REVISION CONTROL

Revision: August 2026. Prepared by the Office of Emergency Management in collaboration with the Department of Campus Safety and College emergency-management partners.