



PUBLIC-FACING EMERGENCY ACTION PLAN

Emergency Preparedness & Action Guide

PREVENTION | PROTECTION | MITIGATION | RESPONSE | RECOVERY

PUBLIC INFORMATION NOTICE

This guide summarizes public emergency preparedness expectations and protective actions. It intentionally excludes campus-specific maps, assembly and reunification locations, emergency contacts, law-enforcement tactics, security-system information, internal communications procedures, critical infrastructure details, and other protected operational content. Official emergency instructions always take priority over this guide.

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1. A Message to the CT State Community

CT State Community College places the safety, security, and well-being of students, employees, visitors, contractors, and community partners among its highest institutional priorities. CT State maintains comprehensive emergency plans, continuity arrangements, notification procedures, training programs, and working relationships with local and state response partners to prepare for a wide range of emergencies.

This public-facing guide explains the protective actions that members of the CT State community may be asked to take and describes the preparedness measures that support each campus. It is designed to provide useful, consistent information without disclosing sensitive procedures that could reduce campus security or interfere with an emergency response.

THE MOST IMPORTANT RULE

During an emergency, follow the most recent instruction issued by CT State, campus public safety personnel, fire or emergency medical responders, or other authorized officials. Conditions can change quickly, and the safest action may be different from the general guidance in this document.

CT State's Public Safety Commitments

All-Hazards Planning

CT State plans for natural, technological, public health, security, transportation, infrastructure, and human-caused emergencies.

Coordinated Response

Campus leadership, public safety, facilities, information technology, student services, local responders, and other partners coordinate under recognized emergency management practices.

Training and Exercises

Plans are reinforced through education, drills, exercises, reviews, and corrective actions.

Rapid Notification

CT State uses multiple official methods to provide warnings, protective-action instructions, closure information, and updates.

Inclusive Preparedness

Emergency planning considers access and functional needs, effective communication, and reasonable assistance for people who may require additional support.

Continuity and Recovery

CT State prepares to restore essential academic, student, administrative, technological, and facility services as safely and quickly as conditions allow.

What This Guide Does - and Does Not - Include

- Provides consistent public guidance that can be used across all CT State campuses.
- Explains common emergency terms and the actions expected of students, employees, and visitors.
- Describes how CT State communicates, supports accountability, and manages recovery at a public level.
- Does not replace the controlled internal Emergency Action Plan, campus-specific procedures, or directions issued by emergency responders.
- Does not identify facility vulnerabilities, tactical response methods, protected emergency locations, internal system configurations, or sensitive contact information.

2. Guide Contents and Core Priorities

This guide is organized so readers can quickly understand how CT State prepares, how emergency information is shared, and what actions to take when an incident occurs.

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Emergency Management Priorities

CT State emergency actions are guided by the following priorities, in order:

1 Life Safety Protect people from immediate harm and provide access to emergency assistance.	2 Incident Stabilization Limit escalation, coordinate resources, and support responder operations.	3 Property, Environment, and Continuity Reduce damage, preserve essential services, and support recovery.
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3. Purpose, Scope, and Shared Responsibility

Purpose

The purpose of this public-facing Emergency Action Plan is to help the CT State community understand how to receive emergency information, recognize the major protective actions used by the College, and take appropriate personal safety steps before, during, and after an emergency.

Scope

This guide applies broadly to CT State Community College campuses, instructional locations, leased spaces, and college-sponsored activities. Because facilities and surrounding jurisdictions differ, exact exits, assembly areas, shelter locations, public safety contacts, and operational procedures are campus-specific and are communicated through posted information, training, and official emergency messages.

Shared Responsibility

Preparedness is strongest when the institution and the campus community work together. CT State maintains plans, systems, trained personnel, and response partnerships. Students, employees, and visitors support safety by remaining alert, reporting concerns, following instructions, and taking drills seriously.

- Know how you will receive official CT State emergency messages.
- Know at least two safe ways to leave the buildings and spaces you use most often.
- Report emergencies promptly and provide clear, accurate information.
- Do not enter restricted areas, interfere with responders, or spread unverified information.
- Plan for medications, mobility, communication, transportation, caregiving, and other personal needs.
- During an incident, make reasonable decisions to protect yourself and others without placing yourself in additional danger.

All-Hazards Planning

CT State's internal emergency planning addresses a broad range of conditions that may affect a campus or the surrounding community, including:

- Fire, smoke, explosion, or structural concerns
- Severe weather, winter storms, flooding, extreme temperatures, and other natural hazards
- Medical emergencies, mass-casualty incidents, and public health emergencies
- Hazardous materials, gas leaks, suspicious odors, air-quality concerns, and radiological emergencies
- Power, water, heating, cooling, communications, information technology, and other utility disruptions
- Violence, threats, suspicious activity, suspicious packages, bomb threats, swatting, and other security incidents
- Cybersecurity incidents and technology-service interruptions
- Transportation incidents, civil disturbances, and emergencies in the surrounding community

A PLAN IS A FOUNDATION - NOT A SCRIPT

No written plan can predict every circumstance. CT State and responding agencies may adjust protective actions as credible information, weather, building conditions, medical needs, or law-enforcement conditions change.

4. Emergency Communications and Official Information

CT State uses redundant communication methods so that urgent information can reach as many people as possible. Depending on the incident, messages may be delivered by text, email, telephone, public-address announcements, alarms or strobes, computer or digital displays, the CT State website, official social media, in-person direction, or other available means.

What Emergency Messages May Contain

- The nature and general location of the emergency, when it is safe and appropriate to share.
- The protective action to take, such as evacuate, shelter-in-place, secure-in-place, lockdown, avoid an area, or remain off campus.
- Changes in classes, services, building access, transportation, or campus operations.
- Where and when additional official information will be provided.
- An all-clear, reopening, or recovery instruction when conditions permit.

Your Responsibilities

- Keep your contact information current in CT State systems and enable official emergency notifications.
- Read the full message. Initial messages may be brief because speed is essential.
- Follow the newest official instruction; later messages may change earlier guidance.
- Relay instructions to people nearby who may not have received or understood the message, when safe to do so.
- Use official CT State sources rather than rumor, reposted screenshots, or unofficial social media accounts.
- Do not call 911 or campus public safety only to request routine status information. Keep emergency lines available for people reporting hazards, injuries, or threats.
- Do not post images or details that reveal protected locations, responder movements, injured persons, or unverified allegations.

OFFICIAL INFORMATION MAY BE LIMITED DURING THE FIRST MINUTES

Emergency personnel may need to verify facts, protect privacy, and avoid releasing information that could endanger people or compromise operations. A short message does not mean that CT State is unaware of the situation.

Closure and Delay Information

Weather, utility problems, public safety conditions, or other hazards may cause a delayed opening, early dismissal, building closure, campus closure, or transition to remote operations. Do not travel to a closed campus. Continue monitoring official messages because conditions may vary by location and can change during the day.

5. Protective Actions Used at CT State

Protective actions are broad instructions used to move people away from danger, keep people safely inside, restrict access, or suspend operations. The action selected depends on where the hazard is located and which option offers the greatest protection at that time.

Protective Action	What It Means
EVACUATE	Leave the affected area or building using the nearest safe exit. Move to the location directed by officials.
SHELTER-IN-PLACE	Remain indoors and move to a safer interior area because conditions outside may be more dangerous.
SECURE-IN-PLACE	Remain inside while exterior access is restricted because of a concern near campus.
LOCKDOWN	Take immediate protective action because of a serious security threat. Move away from danger, secure your location, remain quiet, and follow official directions.
CAMPUS CLOSED / DELAYED	Do not travel to campus, or leave as directed. Monitor official CT State messages for operational status.
ALL CLEAR / RECOVERY	The immediate protective action has ended. Continue following instructions because areas or services may remain restricted.

Evacuation

- Stop what you are doing and leave promptly when an alarm or official instruction directs evacuation.
- Use the nearest safe exit. Do not use an elevator unless emergency personnel specifically direct you to do so.
- Take only items immediately within reach if they will not delay your exit. Do not return for belongings.
- Move away from the building and go to the assembly or safe location identified by officials.
- Remain available for accountability and report anyone who may need assistance or may still be inside.
- Do not re-enter until authorized officials issue an all clear.

Shelter-in-Place

- Go indoors or remain inside because outdoor conditions may be more dangerous.
- Move to an interior area away from exterior windows and doors, as directed.
- Close doors and windows if safe. Follow instructions related to ventilation, movement, or building access.
- Remain in place, monitor official messages, and conserve phone use until instructions change.

Secure-in-Place

- Remain inside while exterior access is restricted because of a concern near campus or in the surrounding community.
- Do not leave the building or admit visitors until officials permit normal movement.
- Continue or pause normal activity as directed, and remain alert for updates.

Lockdown

A lockdown is used for an immediate or potentially immediate security threat. Specific conditions may require different decisions, but the public safety objective is to create distance from danger, reduce visibility and exposure, and avoid drawing attention to occupied locations.

- Move away from the threat if a safe route is available. Do not move toward sounds of violence or police activity.
- If you cannot safely leave, go to the nearest securable location, close and secure the door if possible, move out of view, silence devices, and remain quiet.
- Do not open a secured door or leave a protected area merely because someone outside asks you to do so. Follow verified official directions and use your judgment if remaining creates immediate danger.
- Call 911 when safe. Provide the location and the clearest factual information available.
- When law enforcement arrives, keep your hands visible, avoid sudden movements, and follow commands immediately.
- Do not livestream, post responder locations, or share unverified information.

IMMEDIATE SURVIVAL DECISIONS

In a life-threatening event, individuals may need to make immediate decisions based on what they can see and hear. Official messages are important, but personal action should not be delayed when danger is clearly present and a safer option is available.

All Clear and Re-entry

Only an authorized official communication ends a protective action. An alarm stopping, a door opening, or an unofficial message is not necessarily an all clear. Re-entry may occur in stages, and some areas may remain restricted for investigation, cleanup, repair, privacy, or safety reasons.

6. Before an Emergency: Personal Preparedness

Preparedness does not require specialized equipment or extensive training. A few practical steps can substantially improve personal safety and reduce confusion during an emergency.

Emergency Alerts

Confirm that CT State has your current mobile number and email address, and enable official notifications.

Emergency Contacts

Save 911 and the public safety contact information listed for the campus you attend or visit.

Family Communication

Choose an out-of-area contact and agree that family members will wait for official information rather than travel immediately to campus.

Information Discipline

Know where CT State posts official operating status, and avoid forwarding unverified screenshots or rumors.

Exits and Surroundings

Identify at least two exits from the classrooms, offices, labs, and public spaces you use most often.

Personal Needs

Plan for medication, mobility, sensory, communication, dietary, transportation, caregiving, and service-animal needs.

Small Emergency Kit

Consider carrying essential medication, a phone charger or power bank, water, weather-appropriate items, and basic personal supplies.

Training and Drills

Participate seriously. Drills build familiarity with alarms, exits, communication, and protective actions.

Visitors and Contractors

Visitors, vendors, and contractors may not be enrolled in CT State notification systems. Employees hosting visitors should explain how emergency instructions will be communicated and should help visitors follow alarms, posted directions, and official instructions. Visitors should remain with their host when practical and immediately report emergencies to 911 or campus public safety.

Faculty, Supervisors, and Event Leads

People leading classes, work groups, meetings, programs, or events have an important public-facing role. They should communicate instructions clearly, support orderly movement, account for the group when feasible, identify anyone needing assistance, and report missing or injured persons without delaying personal safety.

7. All-Hazards Public Response Guidance

The following guidance addresses the most common categories of emergency. It is intentionally general. Always follow alarms and official instructions that are specific to the actual incident.

Fire, Smoke, Explosion, or Structural Concern

- Activate the fire alarm if it has not already sounded and call 911 from a safe location.
- Evacuate using the nearest safe exit. Close doors behind you when possible, but do not lock them unless directed.
- Stay low if smoke is present and move away from the building.
- Do not use elevators, re-enter, retrieve belongings, or attempt firefighting unless you are trained, equipped, and can do so without delaying evacuation.
- Report trapped or missing persons and the last known location to responders.

Severe Weather and Natural Hazards

Connecticut campuses can be affected by winter storms, lightning, high winds, flooding, extreme heat or cold, hurricanes, tornadoes, earthquakes, and other regional conditions.

- Monitor official CT State messages and trusted weather warnings before traveling.
- For severe wind or tornado conditions, move to a substantial interior area on the lowest practical level, away from windows and exterior glass.
- For lightning, go indoors and avoid exposed outdoor areas, metal structures, and standing water.
- Never drive or walk through floodwater. Avoid downed wires, unstable trees, damaged structures, and blocked roads.
- For extreme heat or cold, limit exposure, use appropriate clothing, stay hydrated, and seek help for signs of heat illness or hypothermia.
- After an earthquake or major storm, expect aftershocks, debris, utility damage, and restricted access. Follow evacuation or shelter instructions.

Medical Emergency or Mass-Casualty Incident

- Call 911 and give the exact location, number of injured or ill people, and known hazards.
- Do not move an injured person unless there is immediate danger.
- Provide first aid, CPR, bleeding control, naloxone, or AED assistance only within your training and comfort level.
- Send someone to direct responders when safe and keep access routes clear.
- Protect the person's privacy. Do not photograph, record, or post medical information.
- In a large incident, follow triage, evacuation, accountability, and family-information instructions. Do not self-deploy to the scene.

Hazardous Materials, Gas, Suspicious Odor, Air-Quality, or Radiological Emergency

- Move away from the source and avoid contact with liquids, powders, vapors, smoke, or contaminated people or objects.
- Do not investigate, clean up, touch containers, or operate equipment in the affected area.
- Call 911 or campus public safety from a safe location and describe the odor, visible material, symptoms, and location.
- Follow evacuation or shelter-in-place instructions. The safest choice depends on the material, wind, building systems, and location of the release.
- If exposed, follow emergency medical and decontamination directions. Do not leave the area in a way that may spread contamination unless instructed.
- For a regional radiological emergency, follow official state and CT State messages regarding shelter, evacuation, food and water, and campus operations.

Power, Water, Heating, Cooling, Communications, or Building-System Disruption

- Remain calm and wait for instructions regarding evacuation, relocation, closure, or remote operations.
- Avoid elevators and dark or damaged areas. Use emergency lighting and stairs as directed.
- Report smoke, sparks, flooding, unusual noises, strong odors, failed alarms, or other immediate hazards.
- Do not enter mechanical, electrical, roof, utility, or restricted spaces.
- Use only approved equipment and charging methods. Do not use open flames for light.
- Classes or services may be moved, delayed, canceled, or continued remotely while systems are restored.

Violence, Threats, Suspicious Activity, Suspicious Package, Bomb Threat, or Swatting

- Call 911 for immediate danger. Move away from the person, object, or area and do not confront or investigate.
- Report behavior, statements, written or electronic threats, weapons, stalking, escalating conflict, or other concerning activity as soon as possible.
- Do not touch, move, open, smell, or place an electronic device next to a suspicious object or package.
- If you receive a threat, preserve the message and report it. Do not begin your own search or announce details publicly.
- In a swatting or false-report event, follow law-enforcement instructions carefully. Avoid sudden movements, arguments, or attempts to approach officers to explain the situation.
- Do not spread rumors, identify potential victims or suspects, or share responder locations online.

Assault, Fight, or Escalating Conflict

- Do not physically intervene unless you must act to protect yourself from immediate harm and no safer option exists.
- Move away, encourage bystanders to clear the area, and call 911 or campus public safety.
- Do not film, cheer, provoke, or create a crowd around the incident.
- Provide factual witness information privately to responding personnel.
- Request medical assistance for anyone who may be injured, even when injuries are not obvious.

Public Health Emergency or Communicable Disease

- Follow CT State and public health guidance regarding attendance, testing, isolation, vaccination, masking, hygiene, or remote operations when applicable.
- Stay home when ill or when directed, and seek medical care for severe symptoms.
- Wash hands, cover coughs and sneezes, clean shared surfaces as directed, and avoid sharing personal items.
- Respect medical privacy and do not identify affected individuals or spread unverified health information.
- Students and employees should use established academic, human resources, and student-support processes when illness affects participation.

Cybersecurity Incident or Technology-Service Interruption

- Stop interacting with a suspicious email, link, file, login page, device, or message and report it through the approved CT State information technology process.
- Do not provide passwords, authentication codes, financial information, or sensitive records in response to an unexpected request.
- Preserve relevant messages or screen information when safe, but do not forward malicious content to others.
- Use alternate official communication methods if CT State announces that a service may be unavailable or compromised.
- Follow instructions for password changes, device use, remote learning, or temporary service limitations.

Transportation Incident, Civil Disturbance, or Nearby Community Emergency

- Avoid the affected area and do not cross police, fire, or safety barriers.
- Follow instructions to shelter, secure-in-place, evacuate, reroute, or remain off campus.
- Do not interfere with demonstrations, traffic control, crash response, or emergency operations.
- Use alternate transportation only after confirming that routes and destinations are open and safe.
- Report injuries, hazards, threats, or stranded persons to 911 or campus public safety.

8. Reporting Threats, Hazards, and Emergencies

IMMEDIATE DANGER OR LIFE-THREATENING EMERGENCY: CALL 911

When safe, also notify campus public safety using the public contact information listed for the campus. For non-emergency safety concerns, use the campus public safety number or reporting process identified on the CT State website and campus materials.

Report Promptly

Early reporting allows CT State and emergency responders to assess concerns before they become more serious. You do not need proof before reporting a reasonable concern, and you should never place yourself in danger to gather more information.

- Threats of violence, weapons, stalking, harassment, intimidation, or concerning behavior.
- Suspicious people, vehicles, packages, odors, substances, messages, or activity.
- Fire, smoke, gas, water leaks, electrical hazards, damaged doors or alarms, blocked exits, or unsafe building conditions.
- Medical emergencies, missing persons, assaults, fights, or people in distress.
- Cybersecurity concerns, lost or exposed sensitive information, or suspicious requests for credentials.
- Any condition that could threaten life, safety, property, the environment, or campus operations.

Provide Useful Information

1. Your exact location and a safe callback number.
2. What happened or what you observed, using facts rather than assumptions.
3. When it happened and whether it is still occurring.
4. Descriptions of people, vehicles, objects, hazards, injuries, or direction of travel.
5. Whether weapons, fire, chemicals, smoke, structural damage, or immediate medical needs are involved.
6. Any immediate danger to you or others.

Preserve Safety and Information

- Move to safety before making a report when danger is present.
- Do not confront, follow, detain, search, touch, or investigate.
- Preserve messages, photographs, or records only when doing so is lawful and safe; do not circulate them publicly.
- Follow instructions from the dispatcher and remain available if additional information is needed.

9. Access and Functional Needs

CT State is committed to inclusive emergency preparedness. Access and functional needs may relate to mobility, vision, hearing, speech, cognition, mental health, medical conditions, language, transportation, service animals, temporary injury, or other circumstances.

Plan in Advance

- Students may contact the Office of Disability and Accessibility Services to discuss emergency-related access needs and reasonable accommodations.
- Employees may use established human resources and supervisory processes to discuss workplace emergency needs.
- Identify more than one person who can help communicate information or support movement during an emergency, while recognizing that helpers may not always be available.
- Keep essential medication, mobility devices, communication tools, chargers, medical information, and service-animal supplies accessible.
- Learn the posted emergency features and exits in the locations you use most often, and ask for clarification before an emergency.

During an Emergency

- Follow official instructions and communicate the type of assistance you need as clearly as possible.
- Do not use elevators during a fire or when they are unavailable, unless emergency personnel specifically direct their use.
- If you cannot safely evacuate, move away from immediate danger, call 911, provide your exact location and needs, and remain available for instructions.
- People offering help should ask before acting, follow the individual's directions, and avoid separating a person from essential equipment or a service animal.
- Emergency personnel may choose an alternate route, location, or method of assistance based on conditions.

PERSON-CENTERED ASSISTANCE

No single method works for everyone. The person needing assistance is often the best source of information about how to help safely and respectfully.

10. Accountability, Family Communication, and Reunification

Accountability

CT State may use class information, employee accountability, direct reporting, electronic safety checks, assembly-area reports, and information from emergency responders to determine who is safe and who may need assistance. Exact methods depend on the incident and available systems.

- Remain with your class, work group, or event group when safe and practical.
- Respond promptly to an official safety check or accountability request.
- Report missing or injured persons and their last known location to an authorized official.
- Do not leave an assembly, shelter, or reunification process without notifying the person managing accountability, unless remaining is unsafe.

Family Communication

- Use text messages when networks are congested, and keep calls brief.
- Tell family members to rely on official CT State information and not to travel to campus unless instructed.
- Avoid sharing names, medical status, images, or unverified information about other people.
- Keep emergency contact information current in CT State records.

Reunification

A major emergency may require CT State to establish a controlled location where students, employees, families, and authorized contacts can receive information or be reunited. The location may be away from the affected campus and will be announced only when it is ready and safe to use.

- Do not report to the incident scene or assume that a familiar campus location will be used.
- Follow official travel, parking, check-in, and identification instructions.
- Bring government-issued identification when requested.
- Expect delays. Reunification must protect accountability, privacy, medical needs, and law-enforcement operations.
- Media, unofficial volunteers, and unverified organizations should not enter controlled family-support areas.
- Counseling, victim services, and other support information will be shared when appropriate.

11. Continuity, Recovery, Training, and Plan Maintenance

Continuity of Operations

CT State prepares to continue or restore essential academic, student, public safety, technology, financial, facility, and administrative functions following an emergency. Depending on the impact, services may continue from alternate locations, online, through modified schedules, or with support from other CT State locations and partner organizations.

Recovery

Recovery begins while response operations are still underway and may continue for days, weeks, or longer. Reopening decisions are based on life safety, building condition, utilities, technology, transportation, staffing, public health, responder access, and the ability to support students and employees.

Academic Recovery

Course delivery, attendance, assignments, laboratories, clinical experiences, and academic records may be adjusted or relocated.

Physical Recovery

Buildings, utilities, equipment, access systems, and environmental conditions are assessed before unrestricted use resumes.

Operational and Financial Recovery

CT State documents costs, repairs, insurance, contracts, records, and essential administrative services.

Psychological and Emotional Recovery

Counseling, employee assistance, victim services, memorial considerations, and community support may be provided.

Training and Exercises

CT State uses training, drills, and exercises to familiarize the community with alarms, protective actions, communications, roles, and recovery needs. Drills are conducted with attention to safety, accessibility, age-appropriate and trauma-informed practices, and the need to distinguish an exercise from a real emergency.

- Take drills seriously and follow the announced instructions.
- Report access barriers, notification failures, blocked exits, or other safety issues identified during a drill.
- Do not create simulated weapons, threats, or emergency messages unless specifically authorized as part of a controlled exercise.

Plan Review and Improvement

The internal Emergency Action Plan and supporting procedures are reviewed on a regular cycle and may be updated after incidents, exercises, organizational changes, facility changes, new risks, regulatory changes, or lessons learned. After-action reviews and corrective actions are used to strengthen preparedness over time.

PUBLIC GUIDE UPDATE

This public guide should be reviewed at least annually and whenever significant system-wide emergency terminology or public guidance changes. Campus-specific information remains in controlled internal plans and posted campus materials.

12. Emergency Quick Reference

Use this table as a rapid reminder. Official alarms and instructions take priority.

Situation	Immediate Public Action	Key Reminder
Fire, smoke, or explosion	Activate the alarm if needed, call 911, and evacuate by the nearest safe exit.	Do not use elevators unless directed. Do not re-enter until officials issue an all clear.
Medical emergency	Call 911. Provide the exact location and condition. Give first aid or use an AED only within your training.	Do not move an injured person unless there is immediate danger.
Severe weather	Move indoors and away from windows. Follow shelter or closure instructions.	Avoid flooded roads, downed wires, and unsafe outdoor travel.
Hazardous material, gas, or unusual odor	Leave the immediate area, avoid contact or fumes, and report it.	Do not investigate, clean up, or operate equipment in the affected area.
Violence or immediate threat	Move away from danger, seek a secure location, call 911 if safe, and follow official instructions.	Do not confront the person or share responder locations or unverified details online.
Suspicious package or object	Do not touch, move, open, or use a device next to it. Clear the immediate area and report it.	Do not begin a search or return until cleared by officials.
Power or building-system disruption	Remain calm, avoid elevators, and await relocation, evacuation, or closure instructions.	Report hazards such as smoke, water leaks, sparks, or unusual sounds.
Public health concern	Follow CT State and public health guidance. Stay home when ill when directed.	Use good hygiene and respect privacy.
Cybersecurity concern	Stop the activity, preserve the message or screen, and report it through the approved IT process.	Do not send credentials, open additional links, or spread unverified information.
Civil disturbance or transportation incident	Avoid the affected area and follow rerouting, shelter, or closure directions.	Do not interfere with responders or enter restricted areas.

Five Actions to Remember

1 RECOGNIZE Notice alarms, alerts, hazards, and changes around you.	2 MOVE Create distance from danger or go to the protective location directed.	3 REPORT Call 911 for immediate danger and provide clear facts.	4 FOLLOW Obey the newest official instruction and responder direction.	5 VERIFY Use official sources and wait for an authorized all clear.
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Public Emergency Contacts and Information

Immediate danger, fire, police, or medical emergency	Call 911.
Campus public safety - non-emergency	Use the public number listed for your campus on the CT State website, identification card, posted directory, or campus materials.
Campus closure, delay, or operating status	Monitor official CT State alerts and the CT State website. Do not rely solely on third-party posts.
Accessibility or emergency-planning support	Contact the appropriate campus Office of Disability and Accessibility Services, student services office, supervisor, or human resources representative.

13. Preparedness Is a Continuing Commitment

CT State Community College recognizes that a safe learning and working environment depends on preparation before an emergency, clear action during an emergency, and thoughtful recovery afterward. Plans and procedures are maintained across the College, but preparedness becomes real only when people understand the alerts, know the protective actions, report concerns, and participate in training.

Every member of the CT State community contributes to safety. Stay informed. Remain alert. Report concerns. Follow official instructions. Help others when you can do so safely. Together, these actions strengthen the resilience of every CT State campus.

SAFETY IS CT STATE'S HIGHEST PRIORITY

Plans are in place. Personnel are prepared. The campus community is part of the solution.

DOCUMENT CONTROL AND SECURITY NOTICE

This is a public summary. CT State maintains controlled internal emergency plans and procedures with campus-specific details. Those materials are distributed only to personnel and partners with an operational need to know. This public guide may be reproduced for educational and preparedness purposes without adding campus-specific sensitive information.

For the most current emergency and campus operating information, use official CT State communication channels.