Campus Safety:
What You can do to Report, Prevent and Respond to Violence and the Potential for Violence

As we are all aware, campus violence - though rare - can be devastating. *There is no magic formula, but there are measures we can all take to report, prevent and respond to actual or potential violence.* This pamphlet, which is also available online, summarizes resources available to us. Below is a summary of the four items to keep in mind:

1 **Call 911 if you see or hear of violence that is presently occurring or is about to occur:**

- This is the ONLY emergency number for CCSU.
- Do not hesitate to call if you see or hear of an armed individual on campus, a threat to use violence against members of the community, or any other immediate or imminent danger involving the use of violence or force.
- This is the same number you would call for a medical emergency or crime.
- Do not dial the local CCSU police number, or that of the New Britain police; they will be informed immediately once you dial 911.

2 **Call 832-2375 if you believe that the behavior, demeanor, or language of a member of the CCSU community presents a *serious concern* about their own or others' well-being, but does not constitute an immediate or imminent threat.**
Your call will be received at the communication center of the Public Safety (police) building, and your concern will be directed by a dispatcher to the appropriate group from among the following (see inside for more details):

- Threat Assessment Team (TAT)
- Student Behavioral Review Team (SBRT)
- Human Resources (HR)
- Student Wellness Services (SWS)

3 **Download and use the phone app LiveSafe:**
CCSU now offers a mobile safety app--LiveSafe--that enables you to report tips to CCSU Police, use friends as "virtual escorts" in real time, place emergency calls, and access safety features. You can easily download and install the CCSU LiveSafe app by going to http://www.ccsu.edu/featured/livesafe.html or downloading it directly from the iTunes Store or Google Play.

4 **In a campus-wide emergency you may be contacted in various ways**:

- Cell phone notifications
- The external "Whelen" alarm system
- CCSU Alert/banner notice on the CCSU website
- Trained police officers who can provide detailed instructions

5 **In an emergency situation you should:**

- Evacuate the building in the case of a fire alarm or other specific instructions to do so.
- Otherwise, close doors and blinds and remain quiet in your classroom or office.
- Follow the procedures "Run, Hide or Fight" on the CCSU police website.
- Follow police instructions.

1 Call 911 if you see or hear of violence that is presently occurring or is about to occur:

No matter who you are or where you are, 911 is THE number to call for any emergency - police, fire, or medical.

1. 911 is the ONLY emergency telephone number that may be advertised in Connecticut. ONLY the 911 dispatcher can send fire or medical personnel, in addition to police officers.
2. 911 calls are received at the City of New Britain Public Safety Answering Point (PSAP) and routed immediately to the CCSU Police Department when appropriate.
3. 911 calls made from CCSU phones ring simultaneously at the CCSU Police Department and pinpoint the location of the caller on campus.
4. The New Britain 911 routes all emergency calls to the appropriate first responder including the CCSU Police via the CCSU dispatch center, including calls made from cell phones.

2 Call (860) 832-2375 if you believe that the behavior, demeanor, or language of a member of the CCSU community presents a serious concern about their own or others' well-being, but does not constitute an immediate or imminent threat:

Your call will be received at the communication center of the Public Safety (police) building, and your concern will be directed by a dispatcher to the appropriate group from among the following university groups:

1. Threat Assessment Team (TAT): For when a student's or employee's behavior, language, or demeanor poses a potential threat to self or others. This is distinguished from SBRT by the greater level of concern for the immediacy or the likelihood of the potential danger.
2. **Student Behavioral Review Team (SBRT):** For when a student is exhibiting symptoms of personal distress or when a student's behavior, language, or demeanor suggests the non-immediate potential for violence to self or others. The SBRT will review the reported situation and determine the most appropriate course of action.
3. Human Resources (HR). For when an employee is exhibiting symptoms of distress or when an employee's actions are of a concern to the well-being of self or others.
4. **Student Wellness Services (SWS):** Provides direct medical care and counseling services to students only, but will consult with faculty who are unsure about how to help a student in distress, are concerned about a student's well-being, or have other serious concerns.

3 CCSU's LiveSafe provides students, faculty and staff with a direct connection to CCSU Police so that everyone can easily communicate:

1. **Report Tips**: Share information, tips and safety concerns with CCSU Police via picture, video or audio messaging
2. **Travel Safe:** Use SafeWalk, a GPS-tagged monitoring feature, to let your friends and family keep you virtually covered until you arrive.
3. **Emergency Options:** Call 911, Call Campus Police, or Message Campus Police
4. **Safety Map:** View the locations for all Blue Emergency Phones and location of campus buildings.
5. **Resources:** Easy-to-find information and location of safety resources on and off campus.

4 In a campus wide emergency, you may be contacted in various ways:

1. **Cell phone notifications**: The university has a multi-faceted notification system (Everbridge) to inform faculty and other members of the community of emergency situations, including cell phone, land line, email and text message alerts. All faculty and students, both full time and part time, are automatically registered. You must contact Human Resources at 860-832-1756 to change your primary number; you can add additional contact numbers at www.ccsu.edu/ENS.

2. **The external "Whelen" alarm system**: The "Whelen" system is an external loud-speaker and alarm system that may be used in cases where mass notification is warranted. It will be tested at least once each semester, and you will be notified in advance of the test.

3. **A banner notice on the CCSU website/workstations and displays**: The university webpage at www.ccsu.edu, campus workstations and displays will be modified to carry a banner notice in case of an emergency and updated as needed. Do not call 911 solely for information.

4. **Trained police officers who can provide detailed instructions**: Follow the instructions of campus or city police officers; they have jointly trained to deal with emergency situations at the university.

5 In an emergency situation you should

1. **Evacuate the building only if specifically instructed to do so**: In this case, you will receive a direct order to leave the building and maintain a distance from it. Do not enter a building when you see occupants leaving. Evacuate a building when the fire alarm sounds.

2. **Otherwise, close (and lock) doors, draw blinds and remain quiet in your class or office**. Measures are being taken to determine how doors are locked in various buildings and inform faculty (this may vary from building to building).

3. **In an "active shooter" situation there are three basic options; RUN, HIDE, or FIGHT.** The CCSU police department recommends this procedure as the most reasonable way to act in the face of an armed intruder. Remember that others will follow the lead of employees, faculty, staff or management during an active shooter situation. For more on this, go to www.ccsu.edu/shooter.

   1. **RUN** - Evacuate: If an escape route is accessible, attempt to evacuate the premises.

   2. **HIDE -** If evacuation / escape not possible, find a place to hide where an active shooter is less likely to find you.

   3. **FIGHT -** Take Action Against the active shooter - Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt and/or incapacitate the active shooter.

Steps you can take immediately:
Check off items as you complete them

1. ☐ Update your primary emergency contact phone number by calling HR at 832-1756. Add additional numbers at www.ccsu.edu/ens. Keep your cell phone on vibrate for emergency notifications when it is in silent mode.

2. ☐ CCSU now offers a mobile safety app--LiveSafe--that enables you to report tips to CCSU Police, use friends as "virtual escorts" in real time, place emergency calls, and access safety features. For downloading instructions go to www.ccsu.edu/featured/livesafe.html .

3. ☐ Make sure that this pamphlet and the information it contains is discussed at department meetings each academic year.

4. ☐ Make sure that part-time faculty (or staff) in your department get this pamphlet and are aware of its contents, and have updated their cell-phone and other emergency information.

5. ☐ Enter 911 in the speed dial of your cell phone, if your phone does not already have this pre-set for emergencies.

6. ☐ Enter the phone number for issues of serious concern: 860-832-2375.

7. ☐ You can find out much more about "Run, Hide, or Fight" on the CCSU police website at www.ccsu.edu/shooter, where a video is also available.

Additional measures are currently in development and will be communicated when completed, including a wallet card with phone numbers for handy reference; safety measures specific to each campus building; a poster outlining emergency measures for posting in offices, classrooms and hallways; and a suggested format for a paragraph on campus safety that can be included in course syllabi.

This pamphlet was produced by the Ad-Hoc Senate Committee on Campus Safety, which includes teaching faculty, administrative faculty, police officers and administrative officials. You can contact us for suggestions and questions by email: Blitz@ccsu.edu, NunnM@ccsu.edu, Cervonic@ccsu.edu. This pamphlet will be reviewed and reissued each term, and your comments and suggestions for improvement are invited.