

**EMERGENCY
STANDARD GUIDE YC**

A red equilateral triangle with a white exclamation mark in the center, set against a light gray square background.

QUICK LINKS

[ACTIVE SHOOTER / ACTIVE THREAT ▶](#)

[ALL CLEAR ▶](#)

[BOMB THREAT ▶](#)

[EVACUATE ▶](#)

[EXTREME TEMPERATURE ▶](#)

[BUILDING FIRE ▶](#)

[INFECTIOUS DISEASE ▶](#)

[LOCKDOWN ▶](#)

[POWER OUTAGE ▶](#)

[SEVERE WEATHER ▶](#)

[SHELTER-IN-PLACE ▶](#)

[SUSPICIOUS PACKAGE ▶](#)

[TORNADO ▶](#)

ACTIVE SHOOTER/ ACTIVE THREAT

An active threat is any situation that presents an immediate and ongoing danger to the safety of UConn students, faculty, staff and visitors. In addition to individuals using firearms (active shooters), other types of weapons and erratic behavior can create active threat situations. These are matters of urgent concern not only at UConn, but at universities and other public spaces nationwide. The UConn Division of Public Safety regularly conducts training exercises to provide an effective response to active threat situations. The following information is provided to members of the UConn community to assist with individual awareness and preparation.

BEFORE AN ACTIVE THREAT OCCURS

- Sign up for UConnALERT.
 - Encourage your employees to sign up for UConnALERT.
- Ensure that your employees know these terms:
 - Evacuate
 - Shelter-In-Place
 - Lockdown
 - All Clear
- Identify secure hiding places.
- Know two evacuation routes.
- Keep your doors locked, even if you keep them propped open.
- Assign roles and responsibilities in your department. Discuss what everyone will do and where they will go.
- Develop a communications plan.
- Review “Options for Consideration Active Shooter Preparedness Video” (Department of Homeland Security)

REPORT BEHAVIOR

- If you witness violence, threatening or suspicious behavior, immediately move away from the area and call 911.
- Always call 911 as soon as possible if an individual's behavior causes you to feel threatened.
- If someone is threatening to hurt themselves or another individual, call 911 immediately.
- If you have a concern about a UConn employee who is displaying behaviors that may interfere with his or her ability to be successful in the workplace or whose behavior is substantially interfering with the work environment of his or her colleagues, please let

the Employees of Concern Team know.

- Employees of Concern Phone Number: 860-486-5684
 - UCONN REPORTLINE: laborrelations@uconn.edu
 - More information: <http://safeworkplace.uconn.edu/employees-of-concern-team/>
 - Faculty, staff, friends and family are frequently in a position to observe student behaviors that indicate distress or potentially compromised personal well-being. If you have a concern about a student who is displaying behaviors that may interfere with the student's ability to be successful in the university environment, please let the Student Care Team know. You should also contact the Student Care Team if you are concerned that a student's well-being is negatively impacting those around the student.
 - Student Care Team Phone Number: 860-486-8402
 - Make an online referral at: <http://studentcareteam.uconn.edu/>
-

IF YOU ARE IN THE AREA OF AN ACTIVE THREAT/ SHOOTER

If it is determined there is an active shooter/threat in your vicinity, your first choice should be to evacuate the area of the threat.

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Keep your hands visible.
- Call 911 when safe to do so and provide as much information as possible, such as: your location, number and description of suspects if known and weapons used.

If you cannot evacuate the area:

HIDE

- Hide in an area out of the suspect's view.
- Block entry to your hiding place and lock the doors, if possible.
- Turn out the lights.
- Silence electronic devices.
- Make your location look as though it is empty.
- Call 911 when safe to do so.

If you are face to face with the suspect and your life is in imminent danger:

FIGHT

As a last resort and only when your life is in imminent danger.

Attempt to incapacitate the suspect.

Act with physical aggression and throw items to distract or disable the suspect.

IF YOU ARE NOT IN THE AREA OF THE ACTIVE THREAT, BUT RECEIVE AN ACTIVE THREAT/SHOOTER ALERT

1. Immediately lockdown your room unless otherwise directed by Emergency Personnel or UConnALERT.
2. During a Lockdown Order:
 1. Calmly, but quickly close and lock all doors into your room.
 2. Block entry into your room, if possible.
 3. Close and lock all windows in your room. Draw the blinds where possible.
 4. Turn off the lights.
 5. Hide in an area that is out of view and makes your location look as though it is empty.
 6. Silence all electronic devices.
 7. Remain as quiet as possible and attract as little attention to your area as possible.
 8. Wait for further instruction from University Alerts and Emergency Personnel.
 9. Stay locked-down in your hiding place until you receive an "All Clear."
 10. Call 911 if an emergency arises in your area.
 11. FACULTY: If you are teaching a class, say something along the lines of this message: "Attention everyone, we are being placed under lockdown. Please remain in this room and move to (an area in the room that is out of view). I am going to shut the lights off and lock and barricade the doors. Please silence your electronic devices. Let's make it seem as if there is no one in this room. We will remain as quiet as possible and wait for further instruction."
3. Text your family to let them know you are okay.
4. Closely follow the instructions of Emergency Personnel and UConnALERT.

WHEN YOU SEE LAW ENFORCEMENT

1. Remain calm and follow officers' instructions.
2. Keep hands visible at all times.
3. Avoid making quick movements towards officers.
4. Avoid pointing, screaming and/or yelling.
5. Expect the initial responding officers not to treat the injured or begin evacuation until the threat is neutralized and the area is secure. Explain this to others.
6. Once the threat is neutralized, Police and Fire/Emergency Medical Services will begin treatment and evacuation.
7. You may be searched or escorted by police officers.
8. Follow all instructions from Emergency Personnel. Closely follow the instructions of Emergency Personnel and UConnALERT.

AFTER AN ACTIVE THREAT/SHOOTER

- You may be taken to a triage or other holding area for medical care, interviewing, counseling or support services.
- Remain in secure areas until instructed otherwise.
- Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.
- Pay attention to updates on counseling services, relief, memorial activities, and other important news about the event.

ALL CLEAR

'All clear' means that the danger or threat is over. You may return to normal operations.

WHO WILL SEND OUT THE “ALL CLEAR” ORDER?

- UConnALERT
 - Emergency Personnel
 - University Officials
-

WHAT SHOULD I DO IF I GET THE “ALL CLEAR” ORDER?

1. Ensure that everyone is okay and that there is no need for emergency services.
 2. Discuss the plan to make up missed work.
 3. Begin to restore normal operations.
-

FACULTY AND STAFF

After an “All Clear” is received and you return to normal operations, OEM recommends that you discuss the incident with your team and identify the strengths and weaknesses of how the incident went. Develop a plan for how to better respond to the incident in the future and include it in your department Emergency Operations Plan. Call OEM at 860-486-5174 with any questions. Encourage your staff and faculty to sign up for UConnALERT.

Contact the Office of Emergency Management if you have any questions or training requests:

- 860-486-5174
- OEM@uconn.edu

If you have an emergency, call 911.

BOMB THREAT

All bomb threats should be treated seriously. Always assume a bomb threat is real. Since this type of threat may require the evacuation of buildings, a quick and organized response is essential to minimize the risk to students, faculty, staff and visitors. The following information is presented to assist individuals in knowing what to do when receiving a bomb threat, and when responding to a bomb threat elsewhere on campus.

BEFORE A BOMB THREAT

- Sign up for UConnALERT.
 - Keep a copy of OEM's Bomb Threat Checklist by each telephone in your department.
 - Know two ways out and determine an assembly point outside of your building.
 - Develop a plan in your department on how the phone recipient will get the attention of someone else and how you will communicate.
 - Ensure that your employees know these terms:
 - Evacuate
 - Shelter-In-Place
 - Lockdown
 - All Clear
-

IF YOU RECEIVE A BOMB THREAT BY PHONE

1. Remain calm and do not hang up the phone. Keep the caller on the line and try to obtain as much information as possible without angering the caller.
2. Take out and use OEM's Bomb Threat Checklist if you have one available.
3. Write down what is displayed on your caller ID if possible.
4. Try to get someone's attention to call 9-1-1.
5. Calmly ask the caller:
 - When is the bomb going to detonate?
 - Where is it?
 - What does it look like?
 - What will cause it to detonate?
 - Did you place the bomb?
 - Why did you place the bomb?
 - Who is your target?

- What is your name?
 - Where are you calling from?
6. Record the date, time, caller's name, location, caller's gender, voice accent, voice quality, the emotional state, and any background noise you hear.
 7. Immediately ensure 9-1-1 was called and your name/location was provided.
 - Be prepared to provide as much information as possible to authorities.
 8. Notify your supervisor immediately after 9-1-1 is called.
 9. Remember:
 - If the threat was left on voice mail, do not erase it.
 - Do not activate the building alarm system to evacuate.
 10. Follow instructions from Emergency Personnel and UConnALERT.
-

IF YOU RECEIVE A THREAT VIA EMAIL

1. Call 9-1-1 immediately and report the situation.
 2. Do not delete, reply to, or forward the email.
 3. Follow the instructions of Emergency Personnel.
 4. Do not activate the building alarm system to evacuate.
 5. Be prepared to provide as much information as possible to authorities.
 6. Notify your supervisor in person or by telephone after calling 9-1-1.
-

IF YOU RECEIVE A THREAT IN WRITING

1. Call 9-1-1 immediately and report the situation.
 2. Do not touch or throw away the threat.
 3. Follow the instructions of emergency personnel.
 4. Be prepared to provide as much information as possible to authorities.
 5. Notify your supervisor in person or by telephone after calling 9-1-1.
-

DURING A BOMB THREAT

If there is an emergency (other than the bomb threat), call 9-1-1 immediately.
Follow the instructions of Emergency Personnel and UConnALERT.

IF YOU ARE IN A LAB:

1. Calmly stop your work.
2. Start to secure your materials.
 1. Close containers in fume hoods and close the sash.

2. Close any other open chemical containers.
3. Closely follow the instructions of Emergency Personnel and UConnALERT.

IF YOU ARE TEACHING A CLASS:

1. Calmly stop class and inform your class of the situation.
2. Prepare your class for an evacuation.
3. Unless told to evacuate and no threats are present, instruct your class to remain in the room.
4. Follow the instructions of Emergency Personnel and UConnALERT.
 1. You may be instructed to evacuate the building, shelter-in-place or lockdown.

IF THERE IS A SUSPICIOUS PACKAGE WITH THE BOMB THREAT

1. Do not touch, move, or alter the object.
 2. Inform others and evacuate the immediate area.
 3. Once you have left the immediate area, call 9-1-1.
 1. Provide your name, location, object location, and suspicious details.
 4. Write down any information you have about the object. You can give this to Emergency Personnel when they arrive before you forget.
 5. Follow the instructions of Emergency Personnel and UConnALERT.
-

AFTER A BOMB THREAT

1. Follow instructions until you receive the official “All Clear” order from:
 1. UConnALERT
 2. Emergency Personnel
 3. University Officials
 2. Discuss how you will make up missed work.
 3. Return to normal operations.
 4. Call 9-1-1 to report anything suspicious.
-

FACULTY AND STAFF

After the “All Clear” is issued and you return to normal operations, OEM recommends that you discuss the Bomb Threat with your team and identify the strengths and weaknesses of how the incident went. Develop a plan for how to respond to a Bomb Threat in the future and include it in your department Emergency Operations Plan. Call OEM at 860-486-5174 with any questions. Encourage your staff and faculty to sign up for UConnALERT.

EVACUATE

'Evacuate' means that you should leave the building or area you are in immediately and safely.

BEFORE AN EVACUATION

- Sign up for UConnALERT.
- Determine your primary and secondary escape routes. You should always know two ways out of your building.
- Determine an assembly point outside of your building. Ensure that everyone in your department knows where the assembly point is.
 - The blue UConn Building sign outside of each building is an example of an assembly point.
- Develop a system to account for everyone in your unit. If someone is not at the assembly point, do you know how to contact them?
- *FACULTY – before you teach a class, determine an assembly point outside of the building that you can evacuate to. In the event of an evacuation, you should instruct your class to exit the building and go to this point. You should think about this for each of the different locations that you teach in. They should be a safe distance from the building.*

DURING AN EVACUATION

1. If time and conditions permit, secure your workplace and take important personal items with you (keys, purse/wallet, medication, and/or eye glasses). Do not waste time.
2. Calmly and quickly proceed to the nearest exit. Walk, do not run. Your nearest exit may not be the way you entered.
 - *FACULTY – If you are teaching a class, calmly instruct the class to exit to an assembly point outside. Grab your belongings and quickly evacuate to the area you designated outside. Provide further instruction from the exterior of the building.*
3. If you are the last one out of a room, close the door behind you.
4. Do not use the elevator.
5. Keep noise low so you can hear emergency instructions.
6. Use handrails in stairwells, stay to the right of the stairwell and allow Emergency Personnel to pass you.
7. Wait outside for further instruction from Emergency Personnel.
8. Immediately report anyone that you believe may be missing or trapped inside to Emergency Personnel.
9. Never reenter a building until it is declared safe by Emergency Personnel or you receive the "All Clear."

IF YOU BECOME TRAPPED

1. Get inside a room and close the door.
 2. If there is a smoke or fire condition, or in a hazmat incident, put a towel in the space between the bottom of the door and the floor.
 3. Call 911 from your telephone and tell the dispatcher your location and condition.
 4. If there is a window in the room, signal for help with a brightly colored object or hang a sheet from it outside.
-

TO ASSIST INDIVIDUALS WITH SPECIAL NEEDS DURING AN EVACUATION

TO ASSIST PERSONS WITH IMPAIRED VISION – IN AN EMERGENCY SITUATION:

- Announce the type of emergency
- Offer your arm for guidance.
- Tell the person where you are going
- Once safe, ask if further assistance is needed.
- Let Emergency Personnel know where these individuals are.

TO ALERT PERSONS WITH IMPAIRED HEARING – BECAUSE PERSONS WITH IMPAIRED HEARING MAY NOT PERCEIVE EMERGENCY ALARMS, AN ALTERNATIVE WAY TO WARN THEM IS REQUIRED.

- Turn lights on/off to gain the person's attention, or
- Indicate through gestures what is happening and what to do.
- Write a note with evacuation directions, such as: "Fire. Go out rear door to the right and down, NOW!"
- Let Emergency Personnel know where these individuals are.

TO EVACUATE PERSONS USING CRUTCHES, CANES, OR WALKERS:

- Evacuate these individuals the same as you would an injured person.
- Assist and accompany to evacuation site if possible
- Use a sturdy chair (or one with wheels) to move the person
- Help carry the individual to safety.
- Let Emergency Personnel know where these individuals are.

Do not put yourself or others in danger. If the situation does not allow you to safely assist with their evacuation, get them to a stairwell or other safe location. Immediately notify Emergency Personnel of the individuals' situations and location.

REMEMBER

- Keep roadways clear for emergency vehicles.
- Use an alternate exit if your primary exit is obstructed.
- If smoke is present, stay low to the floor.
- If there is a fire, check doors for heat before opening. Do not open a door if it feels hot.
- Always use common sense. There are exceptions to all guidance and prescribed directions.

EXTREME TEMPERATURE

It is not uncommon to experience drastic environmental temperature changes in New England. The hottest temperature ever recorded in Connecticut was 106°F (1995). The coldest temperature ever recorded in Connecticut was -37°F (1943). Extreme conditions may last multiple days and sometimes pose life-threatening situations.

EXTREME COLD

EXTREME HEAT

BEFORE EXTREME COLD CONDITIONS OCCUR

- Ensure you are signed up for UConnALERT.
- Listen to local weather forecasts and stay aware of upcoming temperature changes.
- Know where you can go on campus to stay out of the cold, such as the library and the Student Union.
- Download the FEMA App to receive weather alerts from the National Weather Service (NWS).
- Ensure your animals have plenty of food/water and are not exposed to excessive cold temperatures.
- Know the signs of frostbite and hypothermia.

FROSTNIP

Frostnip is a mild version of frostbite, where there is no tissue destruction. The skin may appear red and one may feel numb in the area where it feels cold.

FROSTBITE

Occurs when the skin and body tissue just beneath it freezes. Loss of feeling and white or pale appearance in extremities, such as fingers, toes, earlobes, face and the tip of the nose. Call 911 if you experience this condition.

HYPOTHERMIA

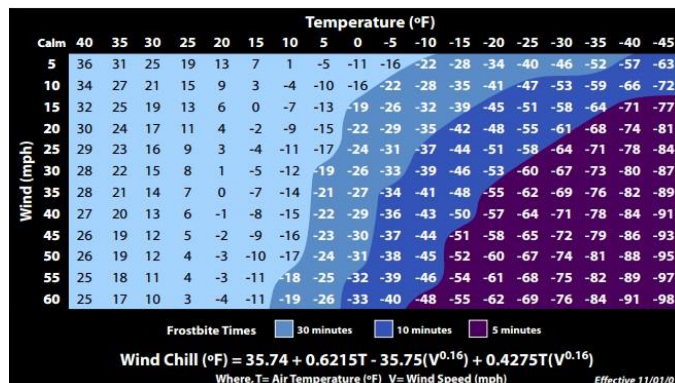
Dangerously low body temperature. Uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion. Call 911 if you experience this condition.

These can be life-threatening conditions. Call 911 if you experience a cold-weather emergency.

- Familiarize yourself with these terms to help identify an extreme cold hazard:

WIND CHILL

Wind Chill is the temperature it “feels like” when you are outside. The NWS provides a Wind Chill Chart to show the difference between air temperature and the perceived temperature and the amount of time until frostbite occurs.



WIND CHILL WARNING

Wind Chill Warning means dangerously cold wind chill values are expected or occurring. If you are in an area with a wind chill warning, avoid going outside during the coldest parts of the day.

HARD FREEZE WARNING

Hard Freeze Warning means temperatures are expected to drop below 28°F for an extended period of time, killing most types of commercial crops and residential plants.

FROST ADVISORY

Frost Advisory means areas of frost are expected or occurring, posing a threat to sensitive vegetation.

WIND CHILL WATCH

Wind Chill Watch means dangerously cold wind chill values are possible. As with a warning, adjust your plans to avoid being outside during the coldest parts of the day.

FREEZE WARNING

Freeze Warning means temperatures are forecasted to go below 32°F for a long period of time. This temperature threshold kills some types of commercial crops and residential plants.

HYPOTHERMIA

Wind Chill Advisory means seasonably cold wind chill values are expected or occurring. Be sure you and your loved ones dress appropriately and cover exposed skin when venturing outdoors.

FREEZE WATCH

Freeze Watch: means there is a potential for significant, widespread freezing temperatures within the next 24-36 hours.

PREPARE YOUR CAR

- Check your tire pressure. Drastic temperature changes can alter your tire pressure.
- Ensure your fuel tank is at least half full (so you can stay warm if stranded).
- Keep jumper cables in your vehicle.
- Keep an ice scraper to clear your windshield.
- Consider keeping blankets/warm clothes stored in your car during winter months.
- Keep a car charger for your cell phone in your vehicle.

Note: If you become stranded in your vehicle during a winter storm, ensure that your tailpipe is unobstructed. A blocked tailpipe can cause your vehicle to lethally fill with carbon monoxide.

DURING EXTREME COLD CONDITIONS

Protect yourself from extreme cold. If you experience extreme cold weather conditions:

- Stay indoors as much as possible. Only go outside if necessary.
- If you are outside, keep dry and avoid overexertion.
- Watch for signs of frostbite or hypothermia. If you think you're experiencing symptoms, call 911 immediately.
- Dress for the weather
 - If you must go outside, wear several layers of loose-fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven.

- Cover your hands. Mittens are warmer than gloves.
 - Wear a hat to prevent loss of body heat.
 - Cover your mouth with a scarf to protect your lungs.
 - Try not to leave any skin exposed while outside.
 - Before tackling strenuous tasks in cold temperatures, consider your physical condition, the weather factors and the nature of the task.
 - Do not leave windows open or prop exterior doors (this may increase the likelihood of frozen pipes).
-

AFTER EXTREME COLD CONDITIONS SUBSIDE

These conditions can last for days or reoccur frequently. Therefore, continue to monitor media for local weather conditions. Remember to follow the instructions of emergency personnel and University officials during an emergency. You should consider your personal safety in every unique situation. There are exceptions to all guidance and prescribed directions, so use common sense.

To view our sources and for more information on extreme cold, visit the following websites:

<http://www.nws.noaa.gov/om/cold/>

<http://www.nws.noaa.gov/om/cold/resources/wind-chill-brochure.pdf>

<https://www.ready.gov/winter-weather>

<http://ksi.uconn.edu/>

EXTREME TEMPERATURE

It is not uncommon to experience drastic environmental temperature changes in New England. The hottest temperature ever recorded in Connecticut was 106°F (1995). The coldest temperature ever recorded in Connecticut was -37°F (1943). Extreme conditions may last multiple days and sometimes pose life-threatening situations.

EXTREME COLD

EXTREME HEAT

BEFORE EXTREME HEAT CONDITIONS OCCUR

- Ensure you are signed up for UConnALERT.
- Listen to local weather forecasts and stay aware of upcoming temperature changes.
- Know where you can go on campus to stay out of the heat, such as the library or Student Union.
- Download the FEMA App to receive weather alerts from the National Weather Service (NWS).
- Check out these tips to Beat the Heat from the Centers for Disease Control.
- Consider those in your community who are older, very young, sick or overweight. They are more likely to become victims of excessive heat and may need help.
- Learn how to recognize and treat heat-related emergencies. The conditions below can quickly become life threatening – always call 911 if you experience a heat-related emergency.
 - Heat Cramps: Muscular pains and spasms due to heavy exertion. Although heat cramps may be less severe, they are often the initial signs that the body is having trouble with the heat.
 - Heat Exhaustion: May occur when people are very active in a hot, humid place where body fluids are lost through heavy sweating. During physical activity, blood flow to the skin is increased, causing blood flow to the vital organs to decrease to and resulting in a form of mild shock. If not treated, the victim's condition will worsen. Body temperature will keep rising and the victim may suffer heat stroke.
 - Heat Stroke: A life-threatening condition. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain and organ damages may result in death if the body is not cooled quickly.
 - Sun Stroke: Can be used interchangeably with heat stroke.
 - Dehydration: During times of extreme heat, the body loses fluids through sweat and you can become dehydrated during times of extreme heat. Symptoms include dry mouth, extreme thirst, dry skin and mucus membranes, little or no urination, darker urine and sunken eyes.

- Familiarize yourself with these terms to help recognize an extreme heat hazard:

HEAT INDEX

A number in degrees Fahrenheit (F) that tells how hot it feels when relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees. The NWS provides a Heat Index Chart.

HEAT WAVE

Prolonged period of excessive heat, often combined with excessive humidity.

HEAT ADVISORY

Heat Index values are forecast to meet locally defined advisory criteria for 1 to 2 days (daytime highs = 100-105° Fahrenheit).

EXCESSIVE HEAT WATCH

Conditions are favorable for an excessive heat event to meet or exceed local Excessive Heat Warning criteria in the next 24 to 72 hours.

EXCESSIVE HEAT WARNING

Heat Index values are forecast to meet or exceed locally defined warning criteria for at least 2 days (daytime highs = 105-110° Fahrenheit).

DURING EXTREME HEAT CONDITIONS

If you experience extreme heat weather conditions:

- Drink plenty of water while avoiding alcohol and excess amounts of caffeinated drinks.
- Eat well-balanced and light meals.
- Stay in air conditioned rooms as much as possible.
- Limit exposure to the sun.
- Cancel or do not participate in outdoor activities.
- Closely follow local weather forecasts.
- Dress in loose fitting, light colored clothing. Dark colors absorb the sun's rays.
- Use sunscreen.
- Call 911 if you suspect a medical issue.

Remember, dehydration is preventable!

INSIDE YOUR VEHICLE

According to the National Weather Service, 39 children died in the United States in 2016 from vehicular heatstroke. Direct sunlight on a hot day can rapidly increase the internal temperature of your vehicle. Never leave children or pets in a potentially hot vehicle. According to the National Weather Service, "a dark dashboard or seat can easily reach temperatures in the range of 180 to over 200°F."

Visit the National Weather Service website for more information and to watch the animation shown above, which demonstrates how quickly internal temperatures can become dangerous.

FIRE DANGER

According to the CT Department of Energy and Environmental Protection, "Connecticut traditionally experiences high forest fire danger in the spring from mid-March through May." Never burn without checking the daily fire danger report and obtaining necessary permits.

AFTER EXTREME HEAT CONDITIONS SUBSIDE

These conditions can last for days or reoccur frequently. Therefore, continue to monitor media for local weather conditions. Remember to follow the instructions of emergency personnel and University officials. You should consider your personal safety in every unique situation. There are exceptions to all guidance and prescribed directions, so use common sense.

To view our sources and for more information on extreme heat, visit the following websites:

- [ready.gov/heat](https://www.ready.gov/heat)*
- [cdc.gov/disasters/extremeheat/index.html](https://www.cdc.gov/disasters/extremeheat/index.html)*
- [nws.noaa.gov/om/heat/index.shtml](https://www.nws.noaa.gov/om/heat/index.shtml)*
- ksi.uconn.edu*

BUILDING FIRE

Always take a fire alarm seriously. If you hear a fire or carbon monoxide (CO) alarm in your building, house, office or classroom, evacuate the building and call 911. Wait for emergency personnel to arrive and determine that no hazard exists before reentering the building. These decisions can save your life.

BEFORE AN EVACUATION

- Ensure you are signed up for UConnALERT.
- Know two ways out of the buildings you are in. When evacuating during a fire, your primary escape route may be blocked. Knowing an alternate route to exit the building can save your life.
- Find out if your building/unit has a designated assembly point.
- Understand UConn's protective action terminology:
 - Evacuate
 - Shelter-In-Place
 - Lockdown
 - All Clear
- Never tamper with sprinkler systems or fire protection equipment (including fire extinguishers and detection devices). Doing so can result in fines and even arrest. Items should not be hung or placed on sprinkler pipes or sprinkler heads to avoid accidental water discharge or to prevent them from working properly. Misuse of a fire extinguisher is a crime.
- Do not cover or remove smoke/carbon monoxide detectors for any reason.
- Make sure fire doors are not obstructed in any way that would prohibit proper closing of the door.
- Participate in fire drills.
 - Fire drills are only conducted in residence halls once per semester, if the drill is deemed "successful".
 - Other University buildings conduct fire drills as fire code requires.
 - Storrs building occupants may contact the UConn Fire Department to schedule a fire drill. Regional Campus Directors should contact the local fire department to schedule a fire drill.
 - Fire drills increase safety by practicing an orderly, safe and expeditious exit. Occupants should always treat every alarm as though it is real.

IF YOU ARE OFF CAMPUS:

- While all UConn residential buildings have sprinkler systems and every building has working fire alarms, it is very likely off-campus housing does not. Here are some tips the entire UConn community can use to prevent a fire from starting:

- Ensure your off-campus housing has working smoke alarms. Consider installing a CO detector as well. Many companies produce a combination smoke/CO detector for a reasonable cost.
 - Cook only where it is allowed and always keep an eye on what you're cooking.
 - If a fire starts in the microwave, keep the door closed and unplug the unit.
 - Use safe flameless candles.
 - Never toss hot cigarette butts or ashes into a trash can. Always make sure your cigarette is out, and then place it in an ash tray.
 - If you host a party, check for cigarette butts, especially near couches/furniture. Chairs and sofas burn fast.
 - Do not overload your outlets, extension cords or power strips.
-

DURING A FIRE

IF YOU DISCOVER A FIRE OR FIRE ALARM ACTIVATION:

- Activate the nearest fire alarm to notify others, if it's not sounding already.
- Immediately begin to evacuate the building. Do not use elevators. Use the stairs. Remember, the closest exit may not be the way you entered.
 - Close doors behind you as you leave. Notify others you find on your way.
 - Help remove others that may need assistance, if possible.
 - If smoke is present, get low and crawl under the smoke. Smoke is toxic.
 - If smoke/heat is heavy, try to use a different exit route.
 - If you come to a door, feel it for heat before opening. Always open doors slowly and be ready to shut them quickly if heavy smoke/fire is present.
 - Cover your face with a towel or cloth.
- Once outside, call 911 and report the incident, location and your name, even if it is just the alarm sounding.

IF ALL EXIT ROUTES ARE BLOCKED:

- Retreat to a room. Close as many doors as possible between you and the fire.
 - Once in a room, close the door. Put a cloth, blanket or similar items across the bottom of the door to keep smoke out. Cover any cracks, vents and openings as well. Do not break open the windows.
 - Call 911 (8-911 if on a Regional Campus landline) and notify the dispatcher of your current location and condition.
 - If there is an exterior window, try to attract the attention of the emergency personnel. For example, place a flashing light, sign or a hang a sheet/blanket from the window.

ONCE SAFELY OUTSIDE THE BUILDING:

- Gather outside in a safe assembly point.
 - Stay clear of all emergency vehicles.

- Do not block emergency vehicles from getting through by standing in the roadway.
- **Never** re-enter the building until it is deemed safe by emergency personnel.

IF YOUR CLOTHES CATCH FIRE:

- DROP. ROLL.
 - Immediately stop, drop to the ground, cover your face, and roll back and forth until the fire is out. Cover with a blanket or towel if necessary. Use cool water to sooth burns for 3-5 minutes. Call 911 immediately.

FIRE EXTINGUISHERS:

Only if it is feasible in the situation, extinguish the fire with a fire extinguisher. If you use an extinguisher, remember **PASS**– Pull the pin, **Aim** at the base of the fire, **Squeeze** the extinguisher trigger, and **Sweep** back and forth along the base of the fire. Always call 911 (8-911 on a regional campus landline). Remember, firefighters are trained to fully extinguish a fire safely and should always be called first in the event of a fire. All fires must be reported, even if you put it out and/or the alarm was not activated.

BEFORE AN EVACUATION

- Remain in a safe location until you receive an “All Clear” message. This message may be verbally given to you by emergency personnel.
- Follow guidance from UConnALERT.
- Follow instructions from University and emergency personnel.
- Stay out of damaged buildings and other dangerous areas.

Remember to always follow the instructions of emergency personnel during an emergency. You should always consider your personal safety in every unique situation. For more information, visit the USFA Campus Fire Safety website.

INFECTIOUS DISEASE

College campuses are generally “close quarters” environments. This means that sickness can spread easily across the campus community. The best way to manage an infectious disease is through prevention.

PREVENTION

Limit the spread of germ infection:

- Stay current on vaccinations, including seasonal vaccinations, if possible.
- Always **cover your mouth** when coughing or sneezing. Use a tissue or your arm to cover your mouth instead of your hands.
- **Wash your hands** with warm soap and water often. Always wash after using the restroom, before/after eating a meal, interacting with animals, caring for someone sick, or coughing/sneezing/blowing your nose. Washing hands is better than using a hand sanitizer, but hand sanitizer should be used if running water is unavailable.
- **Avoid direct contact** with sick people. The CDC generally considers less than 3 feet direct contact.
- Be healthy. Get plenty of sleep, drink water, exercise and eat a balanced, nutritious diet.

IF YOU GET SICK

- Stay at your off campus residence, if possible. If you are in your residence hall, stay there and isolate yourself as best as possible. Avoid close contact with others if you go out.
 - Notify your professor as soon as possible if you are too sick for class.
- Always dial 9-1-1 if your symptoms worsen or you think you are experiencing a medical emergency.
 - You should also contact your health care provider if you are in a high risk group or are worried about your illness.
- Drink plenty of fluids to prevent dehydration. Avoid alcohol or caffeinated drinks.
- Wash your hands often.
- Get plenty of rest.
- You should stay home for at least 24 hours after your fever is gone, except to get medical care or other necessities. Your fever should be gone without the use of a fever-reducing medicine (CDC.gov).

WHEN YOU START FEELING BETTER (UCONN STUDENT HEALTH SERVICES):

- Get a new toothbrush.
- Wash your sheets and pillow cases.

- Give your room/apartment a good cleaning. Don't forget surfaces like doorknobs, keyboards, etc. This will help prevent the spread of germs to your friends, family and back to you.
- Get back to your healthy habits. Get 7-8 hours of sleep each night, exercise 3-4 times per week, manage your stress, eat 5-7 servings of fruits and vegetables a day and stay hydrated.

IF AN OUTBREAK OCCURS ON CAMPUS:

1. Stay calm and pay close attention to University announcements and orders.
 2. Follow UConnALERT at alert.uconn.edu
 3. Have an emergency kit ready containing important items, identification, medicine and food/water.
 4. Have a plan with your family. If the campus is closed, know where you will go ahead of time.
 5. Never enter quarantined areas.
 6. If you experience any outbreak-related symptoms, as detailed by the University, call 9-1-1 immediately.
-

MORE INFORMATION

FOR DISEASE SPECIFIC INFORMATION:

- Ebola Information from SHS
- Influenza Information from SHS
- Zika Information from SHS

FOR MORE INFORMATION:

- <http://www.cdc.gov/flu/takingcare.htm>
- <http://shs.uconn.edu/>
- www.cdc.gov
- www.alert.uconn.edu
- UConn Immunization Requirements

SOURCES:

- www.cdc.gov
- www.shs.uconn.edu

LOCKDOWN

Lockdown is a state of isolation or restricted access instituted as a security measure. You will be the safest by quickly placing a locked door or other barricade between you and the potential threat or danger.

BEFORE A LOCKDOWN ORDER

1. Sign up for UConnALERT.
 2. Determine a location to lockdown in your building ahead of time.
 3. Keep your doors locked, even if you leave them open.
 4. Assign responsibility ahead of time:
 - Who will close and lock the door if it is open?
 - Who will shut off the lights?
 - Who will close the windows/blinds?
 5. Develop a communications plan. This should include both work and personal contacts.
 6. STAFF SUPERVISORS – Develop a system to account for your employees. Train your employees on what to do if there is a lockdown order.
 - Encourage your employees to sign up for UConnALERT.
 7. FACULTY – *before you teach a class, determine where it would be safest to lockdown. Know what you should do in each particular room ahead of time. You should think about this for each of the different locations that you teach in.*
-

DURING A LOCKDOWN ORDER

1. Calmly, but quickly close and lock all doors into your room.
2. Block entry into your room, if possible.
3. Close and lock all windows in your room. Draw the blinds where possible.
4. Turn off the lights.
5. Hide in an area that is out of view and makes your location look as though it is empty.
6. Silence all electronic devices.
7. Remain as quiet as possible and attract as little attention to your area as possible.
8. Wait for further instruction from UConnALERT and Emergency Personnel.
9. Stay locked-down in your hiding place until you receive an “All Clear.”
10. Call 9-1-1 if an emergency arises in your area.
11. FACULTY: *If you are teaching a class, inform them: “Attention everyone, we are being placed under lockdown. Please remain in this room and move to (an area in the*

room that is out of view). I am going to shut the lights off and lock and barricade the doors. Please silence your electronic devices. Let's make it seem as if there is no one in this room. We will remain as quiet as possible and wait for further instruction."

IF YOU ARE OUTSIDE DURING A LOCKDOWN

1. Quickly seek cover in the closest unlocked building.
 2. If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger and
 - find a place to hide out;
 - move to another building;
 - or get as far away from the potentially dangerous area as possible. Leave campus if it is safe to do so.
 3. Once inside, find an interior room and lock or barricade the doors. Follow the instructions above.
-

IF YOU ARE IN YOUR CAR

1. Leave campus.
 2. Follow instructions from Emergency Personnel.
-

WHAT IF SOMEONE TRIES TO ENTER YOUR SECURED AREA?

- If there is ANY DOUBT about your safety inside the room or building, the area needs to remain secure. Do not let the person in. Allowing someone to enter a secure location may endanger you and others.
- You will need to use your own good judgement.

POWER OUTAGE

A power outage may seem like a relatively routine emergency situation, but loss of electricity can present a range of serious hazards and challenges on a large university campus. From laboratories with critical research functions to dormitories that house hundreds of students, a sudden power outage can present major risks to safety and wellness. The following information is intended as a guide for UConn students, faculty, staff and visitors to both prepare in advance for outages and to respond appropriately if they occur.

BEFORE A POWER OUTAGE

- Sign up for UConnALERT.
- Make a Plan.
 - Prepare an internal communications plan to notify affected personnel about workday and after-hours emergencies, and your department's response.
 - Be sure your plan includes backup power for anyone who depends on electric-powered, life-sustaining equipment.
- Make an Emergency Kit.
- Ensure that your computer files are backed up to the network drive.
- Download a flashlight app on your phone or keep a flashlight with batteries readily available.
- Consider buying extra batteries.
- Consider purchasing a power converter if you use a laptop computer.
- Turn off all computers, monitors, printers, and other electronic devices when they are not in use.
- Ensure you know at least two ways out of your building; whether your building is equipped with a generator; and whether there is emergency lighting in your area.
- Do not overload power strips.

SPECIAL CONSIDERATIONS FOR LABORATORIES

In the anticipation of a power outage:

- Develop a log of equipment that must be reset, restarted, or that requires special attention following an outage.
- Maintain an inventory list of chemicals, hazardous materials, or other experimental materials that require refrigeration or freezing.
 - Ensure these systems have backup power or enough dry-ice to keep materials preserved, if applicable.
- Shut down equipment that is not being used. Equipment that runs unattended should be programmed to shut down safely and not restart when power returns.

REMEMBER:

Many campus facilities are equipped with generators to power critical functions. They may take 30-60 seconds to power on. If evacuation is necessary, emergency lighting is provided in most buildings.

DURING A POWER OUTAGE

If there is an emergency, call 9-1-1 immediately.

IN THE EVENT OF A POWER FAILURE

Report the Outage

1. Call the Facilities office at: (860) 486-3113
2. Provide your location (room number and building), name, and the nature of the incident.
3. Follow any instructions that you receive from Facilities personnel.

IMMEDIATE ACTION:

1. If there is no imminent danger, remain calm and stay where you are. Faculty should instruct the class/lecture to remain in place and await the restoration of power. Most power outages on campus only last 5-10 minutes.
2. Pay close attention to UConnALERT.
3. If you do not have any emergency lighting in your area, secure your area and move to a location of the building that does.
4. If power does not quickly return:
 1. Faculty should assign work if needed and end class after 20 minutes without power, unless otherwise directed.
 2. Staff supervisors should contact Facilities after 20 minutes without power at (860) 486-3113 to get an estimated time of power restoration prior to dismissing their office.
5. Take the appropriate action to protect sensitive equipment. A power surge may occur when the electricity is restored.
6. Follow any instructions you may receive from Facilities and Emergency Personnel.

ARE YOU IN A LABORATORY?

If there is no imminent danger:

1. Safely stop work.
2. Close containers in fume hoods and close the sash.
3. Close any other open chemical containers, if it is safe to do so.
4. Shut down powered equipment and ensure that equipment that may run unattended is programmed to shut down safely and not restart when power returns. This will reduce the likelihood of an unattended restart upon power restoration.
5. Avoid opening environmental room, refrigerator, or freezer doors until power is restored.

6. Do not use hazardous materials, or enter areas that require mechanical ventilation during the outage.
7. If power is restored, check the air flow in hoods before resuming any work.
8. Pay close attention to UConnALERT for more information.
9. Immediately call 9-1-1 if a dangerous situation arises.

ARE YOU IN A RESIDENTIAL HALL OR UNIVERSITY APARTMENT?

If there is no imminent danger:

1. Never use candles to light your room. Per the DRL housing contract, candles are prohibited on campus.
2. Use a flashlight with batteries or your cellphone's flashlight app for additional lighting.
3. Turn off any appliances (including your stove), electronics, and other voltage-sensitive devices in order to prevent them from restarting unattended when power is restored.
4. Keep the doors to refrigerators and freezers closed to help them stay cold, if possible.
5. Stay in your room unless otherwise directed.
6. Pay close attention to UConnALERT.
7. Follow any directions you receive from Facilities or Emergency Personnel.

ARE YOU TRAPPED IN AN ELEVATOR?

Elevators will not operate without power, even though the emergency lighting may be on. If you become trapped in an elevator, the following actions should be taken:

- Stay calm and use the elevator phone or your cell phone to call 9-1-1 for assistance.
 - Provide the following information to Emergency Personnel:
 - + Your name
 - + Your location – where you are in the building and what floor the elevator is on
 - + Total number of people in the elevator
 - + Report any injuries, medical conditions, or disabilities
- Press the ALARM or HELP button to notify others who may be nearby.
- Do not attempt to force the door open or attempt to climb out of the elevator car.
- The elevator may re-start without warning.
- Relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.

The UConn Fire Department and regional campus emergency personnel are trained in elevator rescue.

AFTER A POWER OUTAGE:

If there is an emergency, call 9-1-1 immediately.

If there is no imminent danger:

1. Pay close attention to UConnALERT.
2. Avoid a power surge by turning off and/or unplugging non-essential electrical equipment, computers, and other voltage-sensitive equipment or appliances.
3. Check cooking appliances to ensure that they were not left powered on and unattended while the power went out.
4. Do not touch any electrical power lines and keep others away from them. Report downed power lines by calling 9-1-1

SITUATIONAL AWARENESS

- Always avoid exposed or downed power lines.
 - Stay 2 pole-lengths away.
- Never walk through flooded areas.
- Throw away any food that has been exposed to temperatures 40°F (4°C) or higher for 2 hours or more or that has an unusual odor, color, or texture. When in doubt, throw it out! (FDA).
- Never use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal-burning device inside a home, garage, basement, crawlspace, any partially enclosed area, or in any University building.
- If the carbon monoxide alarm sounds, move quickly to a fresh air location outdoors. Call 9-1-1 and remain outdoors until Emergency Personnel arrive.
- If a power line falls on a car, stay inside your vehicle. Warn people not to touch the car or the line. Call 9-1-1 immediately. Only leave your car if there is more imminent danger, like a fire.
 - To safely exit the vehicle in this emergency:
 - + Open the door. Do not step out of the car, or you may receive a shock.
 - + Jump free of the car so that your body clears the vehicle before touching the ground.
 - + Slowly shuffle your feet away from the vehicle and downed power line.
- Refer to our Extreme Temperate guides if the conditions exist.

FACULTY AND STAFF

After power is restored and you return to normal operations, OEM recommends that you discuss the power outage with your team and identify the strengths and weaknesses of how the incident went. Develop a plan for how to respond to a power outage in the future and include it in your department Emergency Operations Plan. Call OEM at 860-486-5174 with any questions. Encourage your staff and faculty to sign up for UConnALERT.

SEVERE WEATHER

Thunder/Lightning, Hail, High Winds

BEFORE: SEVERE WEATHER PREPARATION

Severe weather can strike at any time. Signup for weather alerts on your mobile device, such as the **FEMA** app <https://www.fema.gov/mobile-app> and **Weather.gov** <https://weather.com/apps>. Make sure you enable the notification features on both your phone and within the app itself.

- Ensure you are signed up for UConnALERT.
- Download the FEMA App to receive real time weather alerts from the National Weather Service.
 - Visit: <http://www.fema.gov/mobile-app>
 - Once you download the mobile application, enter your county into the “Weather Alerts” section of the app. You can enter up to 5 locations. You can view a map of Connecticut counties [here](#).

UNDERSTANDING SEVERE WEATHER ALERTS

The National Weather Service (NWS) issues a number of Watches, Warnings and Advisories to alert the public about severe weather events.

BE PREPARED:

- **Severe Thunderstorm Watch:** A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. Winds 58 mph or higher and/or hail 1 inch or larger are possible in a severe thunderstorm. Secure items outdoors that may blow around in high winds. Stay informed and be ready to take action, including seeking shelter inside a sturdy building, away from windows.
- **High Wind Watch:** Sustained, strong winds are possible. Secure loose outdoor items and adjust plans as necessary so you're not caught outside. NWS offices issue this Watch based on local criteria.

TAKE ACTION:

- **Severe Thunderstorm Warning:** A Severe Thunderstorm Warning is issued when severe thunderstorms is happening or is imminent in the warning area. Severe thunderstorms have wind 58 mph or higher and/or hail 1 inch or larger. Seek shelter inside a sturdy building, away from windows.
- **High Wind Warning:** Sustained, strong winds with even stronger gusts are happening. Seek shelter. If you are driving, keep both hands on the wheels and slow down. NWS offices issue this Warning based on local criteria.
- **Wind Advisory:** Strong winds are occurring but are not so strong as to warrant a High Wind Warning. Objects that are outdoors should be secured and caution should be taken if driving. NWS offices issue this Advisory based on local criteria.

- **Gale Warning:** Gale Warnings are issued for locations along the water when one or both of the following conditions is expected to begin within 36 hours and is not directly associated with a tropical cyclone: sustained winds of 39 to 55 mph or frequent gusts (frequent intermittent gusts lasting a period of two [2] or more hours) between 39 and 55 mph.
 - **Hurricane Force Wind Warning:** Hurricane Force Wind Warnings are issued for locations along the water when one or both of the following conditions is expected to begin within 36 hours and not directly associated with a tropical cyclone: sustained winds of 74 mph or greater or frequent gusts (duration of two or more hours) of 74 mph or greater.
-

DURING: SEVERE WEATHER RESPONSE ACTIONS

During severe weather, monitor local weather advisories via radio or television, mobile apps and the National Weather Service (NWS) webpage for information on the status of the storm and what actions to take. Follow the guidance below for what to do if there is thunder and lightning, hail and/or strong winds. If there is anyone who might need immediate medical assistance, call 911. For non-emergency situations, contact UConn Police at (860) 486-4800 for assistance.

THUNDER/LIGHTNING

30-30 Rule: If thunder is 30 seconds apart, seek shelter immediately. Wait 30 minutes after the last audible thunder, until you resume your outdoor activity.

LIGHTNING: WHAT YOU NEED TO KNOW

- It is not safe to be outdoors when thunderstorms are in the area!
- If you hear thunder, lightning is close enough to strike you.
- When you hear thunder, *immediately* move to a "lightning safe" facility until the weather clears. A "lightning safe" facility is a fully enclosed building with both plumbing and wiring.
- Concession stands, pavilions, standing under trees, equipment sheds and tents are not considered "lightning safe" and lightning can still strike people within these locations.
- If a fully enclosed building is not available, people should go inside a car or bus and close the windows and doors.
- Stay in the safe shelter at least 30 minutes after you hear the last sound of thunder.

INDOOR LIGHTNING SAFETY

- Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity.
- Avoid plumbing, including sinks, baths/showers and faucets.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

LAST RESORT OUTDOOR RISK REDUCTION TIPS

If you are caught outside ***with no safe shelter anywhere nearby*** the following actions may reduce your risk of injury:

- Immediately get off elevated areas such as hills, mountain ridges or peaks
- Never lie flat on the ground
- Never shelter under an isolated tree
- Never use a cliff or rocky overhang for shelter
- Immediately get out and away from ponds, lakes and other bodies of water
- Stay away from objects that conduct electricity (barbed wire fences, power lines, etc.)

IF YOU ARE DRIVING DURING A THUNDERSTORM

- If stuck in a car, pull off to the side of the road; avoid parking your car near or under large trees.
- Turn your emergency flashers on
- Turn off the engine
- Place your hands on your lap and do not touch any metallic objects or any of the car's electronic devices.
 - Do not lean on doors, touch the ignition, radio dials, door handles, gear shifts or the steering wheel.

IF AN ELECTRICAL WIRE FALLS ON TOP OF YOUR VEHICLE

- Use your cellular device to call 911 and remain inside your vehicle until emergency personnel arrive.
- The wire on your car may be live so your car will remain electrified until the electricity to that wire is shut off by the utility company.
 - Any metal parts of your car, inside and out, can conduct electricity; you can get electrocuted by turning on the ignition

IF SOMEONE HAS BEEN STRUCK BY LIGHTNING

- For help, call 911.
- Lightning victims do not carry an electrical charge, are safe to touch and need urgent medical attention. Some deaths can be prevented if the victim receives the proper first aid immediately.
- If you know how, give first aid. Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.
- If possible, move the victim to a safer place. Lightning can strike twice. Don't become a victim.

HAIL

Hail is a form of solid precipitation which consists of balls or irregular chunks of ice that form within thunderstorms. Large hail can cause damage to objects, such as cars, aircraft, homes, and trees. In some cases, they can cause bodily injuries, or in rare cases death. Hail may take on many different shapes and sizes, ranging from the size of a pea up to the size of a softball. In extreme cases they can be even larger. The National Weather Service deems hail one inch in diameter (quarter size) or larger to be severe.

MOVE INSIDE, STAY INSIDE

- Hailstones vary greatly in size, but even small ones – driven by gravity and strong winds – pose a danger to anything or anyone caught in a storm. As a storm approaches, put vehicles in the garage and bring pets inside. If you are outdoors, go indoors immediately.
- Once indoors, close all drapes, blinds, or shades to prevent broken window glass and hailstones from entering your home. If possible, move to a basement, cellar, or other level of the building not directly below the roof. Stay indoors until the storm has passed.

WHEN DRIVING AND A HAILSTORM STARTS

- Stay inside the vehicle. Hail falls at fast speeds, and it can cause injury.
- When safe to do so, pull over to a safe place, such as an overpass. Driving compounds hail's impact with your car. Avoid ditches due to possible high-rising water.
- Keep your car angled so the hail is hitting the front of your car. Front windshields are reinforced to withstand forward driving and pelting objects. Side windows and back glass are not, so they are much more susceptible to breakage.
- Lie down, if possible, and keep your back to the windows. If you have a blanket, cover yourself with it to prevent possible debris from hitting you.

HIGH WINDS

Severe wind storms are dangerous and difficult to predict with some gusts coming with little or no warning. It is imperative that students, faculty and staff pay close attention to local news and the National Weather Service (NWS). Construction project supervisors should pay attention to warnings as projects may need to be halted and construction equipment and materials may need to be secured. The NWS does their best to send out warnings and notifications as soon as local data is available.

MONITOR WEATHER FOR SEVERE STORM

- If there are thunderstorm warnings or if the sky looks ominous, it is important to immediately check the weather. Responding quickly to warnings is the most important step in keeping people and property safe.
- Frequently check weather notifications via the internet, television, and/or the NWS webpage for updates on the storm and what you should do.

CLOSE AND SECURE DOORS AND WINDOWS

- Close windows and doors. Open windows can result in water damage or broken glass. If there are shutters it is important to close them. Close and secure doors since strong winds can rip doors from their hinges.
- Gather loose objects and safely store them indoors. Objects left outside in wind storms can pose two dangers: they can either become projectiles that can injure people and property, or the objects themselves can be lost, damaged, or ruined. It is important to remember that nothing is more important than the safety of people so objects should only be brought indoors when it is safe to do so.

AFTER: SEVERE WEATHER RECOVERY

- Be careful of downed power lines, broken glass, or other debris that may cause a hazard.
- It is NEVER safe to drive or walk into flood waters. Never drive around the barriers that warn you the road is flooded. A mere **6 inches** of fast-moving flood water can knock over an adult. It takes just **12 inches** of rushing water to carry away a small car, while **2 feet** of rushing water can carry away most vehicles.
- Do not return home unless it is safe to do so.
- If you see that there is any damage to the building you are residing in, contact UConn Facilities at (860) 486-1826. Students living in off-campus housing should notify their landlords/property management.

FOR MORE INFORMATION

- UConnAlert: <http://alert.uconn.edu/>
- National Weather Service: <http://www.weather.gov>
- NOAA Storm Prediction Center: <http://www.spc.noaa.gov>
- NOAA Weather Radio All Hazards: <http://www.weather.gov/nwr>
- NWS lightning links, forecasts and assessments: <http://www.lightningsafety.noaa.gov>
- National Hurricane Center: <http://www.nhc.noaa.gov>
- American Red Cross: <http://www.redcross.org>
- Federal Emergency Management Agency (FEMA): <https://www.ready.gov>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/disasters/index.html>
- Tornado Hazard Guide: <http://publicsafety.uconn.edu/emergency/hazard-guide/emergency/hazard-guide/tornado/>
- Extreme Temperature Hazard Guide: <http://publicsafety.uconn.edu/emergency/hazard-guide/emergency/hazard-guide/extreme-temperature/>
- UConn Office of Emergency Management: oem.uconn.edu

SHELTER-IN-PLACE

This term, frequently used in emergency management contexts but not necessarily familiar to many people, means you should **stay inside** the building you are already in or closest to. This is typically used for severe weather events, such as a tornado. Preferably, when a shelter-in-place order is given, choose a small interior room with few or no windows. Do not lock the doors behind you as others may also need to shelter-in-place. *Do not walk around or go outdoors once a shelter-in-place order is given.*

BEFORE A SHELTER-IN-PLACE ORDER

- Sign up for UConnALERT.
- Determine a location to seek shelter in your building ahead of time.
- Develop a communications plan. This should include both work and personal contacts.
- STAFF SUPERVISORS – Develop a system to account for your employees. Train your employees on what to do if there is a shelter-in-place order.
 - Encourage your employees to sign up for University Alerts.

WHEN YOU RECEIVE THE ORDER TO SHELTER-IN-PLACE

- Calmly stop class, work, or close your business.
- Immediately seek shelter inside the closest sturdy building, interior room, or corridor.
- Preferably, find a small interior room with few/no windows.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- Close all windows, exterior doors, and any other openings to the outside.
- Stay away from windows, glass, and unsecured objects that may fall.
- If you are with other people, ask them to stay in the room with you. When authorities provide directions to shelter-in-place, they want everyone to take those steps right away, where they are, and not to drive or walk outdoors.
- If you are not in imminent risk, contact your family to let them know your situation.
- Await further instruction from UConnALERT and Emergency Personnel.
- Do not leave until an All Clear is received.

REMEMBER

- Resist the temptation to go outside and check the weather conditions yourself.
- Do not use elevators.
- Seek shelter in interior rooms and corridors.
- Wait in the safest location possible until directed by Emergency Personnel or UConnALERT. If an evacuation is ordered, leave your shelter and evacuate immediately.
- Always use common sense. There are exceptions to all guidance and prescribed directions.

SUSPICIOUS PACKAGE

You know your daily routine best. If you see any abnormal object that raises your suspicion, it is always best to let Emergency Personnel know about it. The following information is presented to assist individuals in knowing what to do when encountering a situation involving a suspicious package or item.

STANDARD PRECAUTIONARY MEASURES

- Sign up for UConnALERT
 - Be aware of your daily surroundings and normal routine.
 - Encourage situational awareness.
 - Ensure that you know these emergency terms:
 - Evacuate
 - Shelter-In-Place
 - Lockdown
 - All Clear
-

COMMON CHARACTERISTICS OF SUSPICIOUS PACKAGES

A suspicious object may come in the form of a package or envelope. Some common characteristics include:

- Package or envelope with suspicious leaks, stains, or powdered substances
 - Package is rigid, bulky, or has excessive tape/string
 - Poor handwriting, misspellings, improperly addressed
 - Excessive postage, no postage, or no/strange return address
 - Ticking, vibration, abnormal sounds, strange odors
 - Generic addressee and restrictive markings
 - Unexpected and from someone unfamiliar
 - Irregular placement of package/item
 - More information: U.S. Postal Service Poster
-

IF YOU FIND A SUSPICIOUS PACKAGE OR ITEM

If you experience any of these characteristics, remember to stay calm and do the following:

1. Do not touch, move, or alter the object.

2. Inform others and keep people away from the area.
 3. Once you have left the immediate area, call 911.
 - Provide your name, location, object location, and suspicious details.
 4. Write down any information you have about the object. You can give this to Emergency Personnel when they arrive before you forget.
-

IF YOU COME IN CONTACT WITH A SUSPICIOUS PACKAGE/ITEM

If you come in contact with a package, it is important that you provide for your own safety by thoroughly washing your hands with warm soap and water and asking another person to call 911, if possible. Make note of which sink you used.

If you are already handling a suspicious package, gently put it down in a secluded area, and step away. Then follow the steps above. Always notify emergency personnel about your possible exposure. If a hazardous material is found in the package, emergency personnel will only be able to treat you if they are made aware.

AFTER A SUSPICIOUS PACKAGE/ITEM INCIDENT

Follow instructions from Emergency Personnel and University Officials.

TORNADO

According to the Federal Emergency Management Agency (FEMA), “tornadoes are nature’s most violent storms.” Tornadoes often occur as part of a severe thunderstorm and may develop rapidly. Commonly appearing as a rotating, funnel shaped cloud that extends from the sky to the ground, tornado winds can reach up to 300 miles per hour. FEMA emphasizes that every state is at some risk for a tornado. During a storm, before the tornado strikes, winds may die down and the air may become very still.

BEFORE A TORNADO

- Ensure you are signed up for UConnALERT.
- Download the FEMA App to receive real time weather alerts from the National Weather Service.
 - Visit: <http://www.fema.gov/mobile-app>
 - Once you download the mobile application, enter your county into the “Weather Alerts” section of the app. You can enter up to 5 locations. You can view a map of Connecticut counties [here](#).
- Know the difference between a tornado watch and a tornado warning.
 - A tornado watch means that current conditions create the possibility of a tornado. You should remain alert and stay tuned to local radio, television, the National Weather Service or for official University announcements for more information.
 - A tornado warning means that a tornado has actually been sighted or indicated by weather radar technology in your area and you should seek shelter immediately.
- Understand UConn’s protective action terminology:
 - Evacuate
 - Shelter-In-Place
 - Lockdown
 - All Clear
- Determine safe locations ahead of time in buildings you frequently occupy or visit.
- Always remain alert to changing weather conditions. During a severe storm, pay attention for the potential signs of a tornado:
 - Dark, often greenish sky
 - Large hail
 - Loud roar

DURING A TORNADO

If you receive an alert about a tornado occurring or about to occur, stay calm and do the following:

IF YOU ARE IN A BUILDING:

1. Go to the center of a small interior room, on the lowest level of the building (closet, interior hallway) away from corners, windows, doors and outside walls.
 1. If you have an accessible basement or below-grade area, go to that location.
2. Get under a sturdy piece of furniture, if possible.
3. Cover your head and neck with your arms.
4. Do not open any windows or doors.
5. If you are in a multi-story building, get to a small interior room or hallway on the lowest floor possible.

IF YOU ARE OUTSIDE:

1. Immediately seek safe shelter inside a building, as described above.
2. If you cannot walk to a shelter, immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter, if possible.
3. If there is no time to escape and no close shelter, lie flat in a low lying area.
 1. Cover you head with your hands.
 2. Watch out for flying debris.
 3. A flat ditch, lower than the roadway, that does not flood may be a safer place.
 4. Do not get under a bridge or overpass.

IF YOU ARE IN YOUR VEHICLE, BUT CANNOT REACH SHELTER:

1. Take cover in your vehicle
2. Put on your seatbelt
3. Put your head down below the windows and cover your head with your arms. Cover your head with a blanket or coat, if possible.

FEMA reminds individuals that “if you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision.” Any action is better than no action.

With all of the construction activity at the University, there are often manufactured offices (mobile offices) at construction sites. These are not considered safe locations, as they provide very little protection from tornadoes.

AFTER A TORNADO

- Remain in a sheltered/safe location until you receive an “All Clear” message.
- Follow UConnALERT.

- Follow instructions from University and Emergency Personnel.
- Pay attention to the local forecast.
- *If there is tornado debris:*
 - Watch for fallen power lines, dangerous or sharp objects and damaged tree limbs.
 - Stay out of damaged buildings and other dangerous areas.
 - Call 9-1-1 to report any emergency situations.

Remember to always follow the instructions of Emergency Personnel during a tornado or any emergency. You should always consider your personal safety in every unique situation.

FOR MORE INFORMATION:

National Weather Service: Tornado Safety

Ready.gov: Tornadoes

PRIMARY SOURCES:

www.ready.gov/tornadoes

www.nws.noaa.gov/om/severeweather

EMERGEN
HARD GU



UConn

BE UConnREADY.
KNOW WHAT TO DO.