

 CharterOakSM
STATE COLLEGE

Degrees Without Boundaries

Annual Security Report
For The 2019 Calendar Year

Table of Contents

	<u>Page</u>
<i>Welcome Message</i>	3
<i>Report Publication & Distribution</i>	4
<i>Campus Geography</i>	4
<i>Clery Act Geography</i>	5
<i>Campus Security Authorities</i>	5
<i>Working With Local Law Enforcement</i>	6
<i>Confidential Reporting of Crimes & Offenses</i>	7
<i>Crime Prevention & Security Awareness</i>	7
<i>Physical Security & Access</i>	8
<i>Active Bystander</i>	9
<i>Sex Offender Registry</i>	9
<i>Drug, Alcohol and Substance Abuse Statements</i>	10
<i>Missing Student Notification Policy</i>	12
<i>Student Disciplinary Procedures</i>	12
<i>Employee Disciplinary Procedures</i>	13
<i>Emergency Notification Policy</i>	15
<i>Timely Warning Policy</i>	16
<i>Building Evacuation & Emergency Preparedness</i>	17
<i>Reporting on Crime & Offenses</i>	17
<i>Statistical Crime Tables & Data</i>	20
<u>Appendices</u>	22
A- Student Code of Conduct	
B- Sexual Misconduct Reporting, Supportive Measures and Processes Policy	
C- Violence in the Workplace Prevention Policy	
D- Reportable Crime Definitions	
E- Management / Confidential Non-Continuation, Discipline, Reprimand, Suspension and Termination Policy (Article 8 of Contract)	
F- AFSCME Local 1214 Dismissal and Discipline Policy (Article 11 of Contract)	
G- Evacuation Procedures	

Welcome Message

Charter Oak State College (“Charter Oak” or “College”) publishes this Annual Security Report (“ASR”) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) to ensure that current and prospective students, faculty and staff are provided with a transparent and accurate reflection of security and safety related matters on campus. The College with cooperation from local law enforcement agencies prepares and publishes this report which represents a compilation of both qualitative and quantitative crime and security data. The report includes narratives regarding various security and emergency related matters on campus along with statistical crime records reflective of the last three calendar years (2017, 2018, and 2019). Readers of this report will also find various College policies pertaining to the subject matter herein and an overview of the College’s emergency preparedness and planning procedures. Although this report is voluminous by nature, we hope you find the contents beneficial and that the indexing allows for efficient and effective reading.

The College has and will continue to seek to improve campus safety and security as such process is never ending and valuable ideas continue to be introduced by employees, committees and industry peers. As a result of the pandemic, additional resources have been necessary to support our students in a time of need while administrative priorities have been temporarily shifted to ensure staff are able to provide supporting services while working remotely. These initiatives were originally scheduled to be implemented during the 2022 fiscal year and while several remain aligned with the renovation of our campus facilities to downtown New Britain; certain initiatives may be implemented shortly thereafter.

As no campus or community is immune to crimes or emergencies, the safety of our students and employees continues to be a shared responsibility that we must continually evaluate and invest in.

With appreciation,



Michael Moriarty
Vice President of Administration & Chief Financial Officer

Report Publication & Distribution

Charter Oak's ASR will be published and distributed annually by October 1st of each year. The submission window and deadline for the 2019 report (the report herein) was extended due to the COVID-19 pandemic with a distribution date no later than December 31st. This report includes statistics for the previous three years concerning reported crimes that occurred in Charter Oak State College's geographic area including on-campus and on public property adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security, sexual assault and other matters.

A digital copy of this report will be provided to every student and employee through email and is also available through our website at www.charteroak.edu/security/. Prospective employees who formally interview for positions with the College and those students who apply will additionally receive a copy of the most current ASR. Data sets used to compile these reports will be maintained for a minimum of seven years in compliance with the Clery Act.

Printed copies of this report can be obtained upon request at the following locations:

55 Paul Manafort Drive
New Britain, Connecticut

85 Alumni Drive
Newington, Connecticut

Campus Geography

Charter Oak State College is a distance learning institution offering curriculum to students across the globe. While a majority of the interactions the students have occur within an online classroom, the College maintains an open door policy allowing those students seeking assistance with admissions, advising, financial aid or other matters to visit campus to conduct such meetings in person. The College additionally offers non-credit early childhood education classes on-site in addition to testing labs which students of any institution including Charter Oak may utilize. The College's campuses maintain approximately 100 permanent employees and student workers who are located on site. An additional 300 faculty are located across the nation who primarily work remotely through telecommuting means.

Charter Oak's physical campus is segregated into two physical locations split between New Britain and Newington, Connecticut located approximately 2 miles apart. The New Britain Campus (or "Manafort Campus") located at 55 Paul Manafort Drive functions as the primary academic arm of the College. Workstations and offices here are associated with academic and enrollment personnel in addition to the campus being home to the College's technology data center. Students who visit the Manafort Campus are generally attending an enrollment, academic or student association related activity.

The Newington Campus (or "Alumni Campus") is located at 85 Alumni Road and provides working spaces for finance, administration and information technology personnel. Students who visit the Alumni Campus are typically utilizing the computer testing lab. Both campuses may also employ student workers (matriculated at either Charter Oak or other affiliated State of Connecticut institutions).

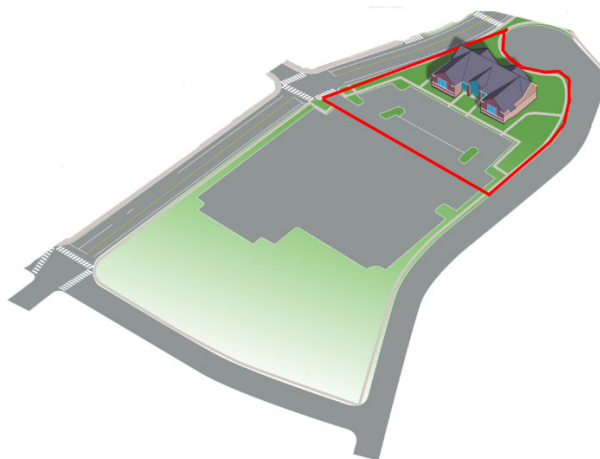
Clery Act Geography

Campus geography under the Clery Act is categorized into the following four areas:

- On-Campus Property
- Non-Campus Property
- On-Campus Student Housing
- Public Property

Both the Manafort and Alumni campuses are categorized as “On-Campus Property” property under the Clery Act as they represent the primary operational centers where employees are located. Based on the distance learning nature of the College, Charter Oak does not have any on-campus or off-campus student housing. The College additionally does not have any student organizations that own, control or utilize non-campus areas and as a result there are no areas classified as non-campus property.

Immediately adjacent to the Manafort Campus (represented as the red outlined area within the diagram to the right), are city or state owned streets or parking lots that are accessible to students and employees of Charter Oak but do not represent Charter Oak’s campus. These areas include portions of Stratford Road, Sefton Drive, and Stanley Street and are depicted as the grey areas outside of the on-campus region and are classified as Public Property in accordance with the Clery Act. Jurisdiction over these areas is split between several police departments as described later in the report. There is no Public Property classified in connection with the Alumni Campus in Newington.



Campus Security Authorities

In acknowledgment that crimes may be reported through a multitude of channels, the Clery Act has defined a Campus Security Authority (“CSA”) as:

- A campus police department or security department;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department. This includes outside security personnel for specific events, individuals responsible for monitoring housing activities or student escort services;
- Any individual or organization to which students and employees should report criminal offenses;

- An official of an institution who has significant responsibility for student and campus activities

The designated CSA's for the College are as follows:

Ed Klonoski <i>President*</i>	Shirley Adams <i>Provost*</i>	Michael Moriarty <i>Chief Financial & Administrative Officer</i>
860-515-3888 <i>eklonoski@charteroak.edu</i>	860-515-3836 <i>sadams@charteroak.edu</i>	860-515-3760 <i>mjmoriarty@charteroak.edu</i>
	Wanda Warshauer <i>Director of Academic Services</i>	Rowena McGoldrick <i>Manager Personnel & Finance *</i>
	860-515-3841 <i>wwarshauer@charteroak.edu</i>	860-515-3751 <i>rmcgoldrick@charteroak.edu</i>

** Position also designated as the Title IX coordinator*

These individuals are designated by the President with support from the rest of the Executive Team (defined as the Provost, Chief Financial & Administrative Officer, and Chief Information Officer). Students and employees should report criminal offenses to one or more of the individuals listed above.

Reports can be made to CSA's through the means most comfortable to the individual making the report and can include in person conversation, telephone, email or written report. Once a report of a crime is received, the CSA reports the matter immediately to the corresponding Executive and the Executive Team convenes to determine the appropriate authorities to contact. To ensure reports and responses are timely, if the Executive team is not available to immediately meet; the Executive notified may engage the appropriate authorities (federal, state or local law enforcement) directly dependent on the severity of the matter.

Although the College encourages accurate and timely reporting of all crimes to the appropriate party through informal means such as verbal conversations on a case by case basis; the College does not maintain a formal policy encouraging such. If a victim is unable to make such a report, a CSA may act on the victim's behalf to liaison with the appropriate authorities.

Working With Local Law Enforcement

As Charter Oak State College does not have a Campus Police Department or Campus Security Office, the College works directly with law enforcement agencies dependent on the situation and location. For the Manafort campus, the College maintains a Memorandum of Understanding with Central Connecticut State University's ("CCSU") Campus Police Department who are designated as first responders and include Charter Oak employees in various training and public awareness events made available to their other constituents. The New Britain Police Department and the Connecticut State Police additionally hold jurisdiction at the Manafort

campus based on the surrounding streets and the fact that the College is a State of Connecticut Higher Education Institution. Each of the three police units maintain the authority to make arrests at the New Britain campus. The Alumni campus, a leased property of the College is within the jurisdiction of the Newington Police Department which is designated as the first responder and maintains the authority to make arrests.

Communication between the College and the CCSU and Newington Police Departments are fluid with all parties understanding how to get in touch with each other at any time. The College is appreciative of close working relationships with these agencies who can be contacted as follows:

<i>CCSU Police</i>	<i>Connecticut State Police Troop H (Central District)</i>	<i>Newington Police</i>
<i>1500 East Street New Britain, CT 06053</i>	<i>100R Washington Street Hartford, CT 06106</i>	<i>131 Cedar Street Newington, CT 06111</i>

As Charter Oak does not have campus police or a security department there are no crime logs maintained by the College. Each of the above listed agencies maintains a records department that complies with all state and federal disclosure laws.

Confidential Reporting of Crimes or Offenses

The College does not maintain a process or mechanism that provides a voluntary confidential reporting program for students or employees to report a crime. As there are no pastoral or professional counselors employed by the College or otherwise available, advisors and counselors are required to report crimes revealed to either the College's CSA or directly to law enforcement.

Crime Prevention & Security Awareness

While crime prevention and security awareness may overlap in many regards, on the College's campus they are considered two separate programs. A Crime Prevention Program is specifically structured to prevent crime from occurring against students and employees whereas a Security Awareness Program is a dedicated event, program or channel to help educate students and employees about threats, protocols and crime prevention programs. Due to the majority of Charter Oak's student population taking classes through a distance online, the College does not maintain any formal Crime Prevention Program.

Security Awareness Programs related to the College consist of education programs and campaigns geared towards both employees and students. Employees are required to take

annual training related to sexual harassment and workplace violence, a requirement for all CSCU employees. Given the Manafort Campus's proximity to Central Connecticut State University and the University's police jurisdiction over one of our two campuses; the University's police department and public safety personnel will invite all Charter Oak staff to participate in any training offered to the University. While these programs are traditionally offered annually, the frequency and time period offered do vary. The contents of the program center around keeping yourself until first responders arrive with subject matter split between medical, fire and violence related emergencies.

In addition, the College maintains the CSCU sexual misconduct policy to aid in the prevention of sexual assault, domestic violence and stalking. The College strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Charter Oak provides those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Sexual assault, domestic violence, and stalking are not gender specific issues and can happen anywhere and to anyone. A copy of the policy have been included in the appendices which detail the procedures to report a crime, those procedures followed if a crime occurs and additional resources and rights of students.

On traditional college campuses, occurrences of sexual assault and other violence are frequently associated with alcohol, and many victims know their assailants. Students who study at a distance as part of the College's curriculum should be aware of personal safety issues and wary of potentially dangerous situations in their daily lives.

Related to workplace violence, the College maintains a Violence in the Workplace Prevention Policy, a copy has been included in the appendices. This policy covers all campuses since each location at the College represents the workplace and discusses prohibited conduct, reporting procedures and leadership's responsibility.

In connection with an employee's annual review, each employee must acknowledge and certify that each policy issued by the College in connection with workplace safety and other matters has been received and will be complied with.

Physical Security & Access

Physical campus improvements continue to be examined. During the reporting period of this report, revisions to the entranceway way at the Manafort Campus were installed allowing the doors to be locked 24 hours a day with the only access available through authorized keycards or the digital unlocking of the door through door to desk video conferencing. The Manafort Campus additionally maintains CCTV which is monitored by the CCSU Police Department.

The Alumni Campus remains locked at all times with employees being able to access the campus building with an authorized keycard. The exception to this is during designated examination periods whereby students can access the building during specified times. During the examination period, staff monitor the testing lab and entrance to the building at all times to ensure no unauthorized access is permitted.

Facilities staff on campus monitor lighting, fire, alarm, medical and accessibility conditions on campus and advise as needed when repairs or adjustments are needed. Like many higher education institutes, the College must balance the nature of being a public institute within the State of Connecticut and the safety of Charter Oak's employees and students.

Both campuses maintain alarm and fire systems that are monitored 24/7 by third parties.

Active Bystander

Being an active bystander is a positive act that fellow employees and students will often engage in. These individuals are not directly involved, but observe problematic or violent situations that could lead to criminal events. Often, bystanders have a choice to intervene by speaking up and/or doing something about the detected problematic situation, impacting the outcome positively. It is of critical importance their efforts diffuse the situation and not inflame, intensify or exacerbate it.

If you witness someone in immediate danger or a situation has escalated with raised voices and/or physical abuse, 911 should be called. It is not safe for bystanders to interject themselves in these situations even though a bystander has the best of intentions. Helpful things to consider as an active bystander consist of

- ✓ Believing an individual who has approached you with a serious matter
- ✓ Keeping an eye out for those who may be in danger
- ✓ Saying something should someone's behavior cause concern

Remember to involve the appropriate authorities as early as possible to avoid a situation from progressing.

Sex Offender Registry

The State of Connecticut sex offender registry can be accessed at <https://portal.ct.gov/Services/Public-Safety/Sex-Offender-Registry/>. The College does not maintain nor hold any authority over such registry. The State of Connecticut notates the following as part of the registry:

"The Connecticut Department of Emergency Services & Public Protection (DESPP) keeps an updated searchable record of sex offenders. Information provided includes the offenders last known address and physical descriptors as well as location, date, and details of the offense. The DESPP has not considered or assessed the specific risk of re-offense with regard to any individual

prior to his or her inclusion within this Registry, and has made no determination that any individual included in the Registry is currently dangerous.”

Drug, Alcohol & Substance Abuse Policy Statements

The College adheres to two policies governing drug and alcohol abuse in the workplace. The first policy that the College must adhere to is a direct result of the public nature of the College and represents the State of Connecticut’s Drug Free Workplace Policy.

This policies emphasizes that the State of Connecticut is committed to winning the battle against substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut’s three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the “Drug-Free Workplace Act”, (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating his policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems be encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

“Controlled substances” are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as “illegal” drugs; and (2) certain medications if not being

taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to the College's appropriate personnel within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any College specific policies that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

"Workplace" includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The College must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy is also be available at the College's Human Resource Office.

The College additionally maintains its own policy to establish a drug-free environment in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. Since Charter Oak does not have a campus where students and faculty gather routinely, it does not encounter the problems of alcohol and drug abuse in the same way as other colleges and universities. However, students and employees are not immune to the problems caused by substance abuse. The College recognizes that the misuse of alcohol or the use of illegal drugs represents a serious threat to the physical and mental well-being of its students and employees as well as to society as a whole. Our common goal is to foster a community where the intellectual development of students is free from the harmful effects of drugs and alcohol. The health and psychological problems resulting from the abuse of illicit drugs and/or alcohol include blackouts, hangovers, nausea, vomiting, loss of energy, depression, impaired driving skills, resistance to authority, tendencies toward verbal arguments, physical confrontations, interpersonal relationship problems, job or school performance problems, and unwanted sexual encounters. Students with these problems find it difficult to be learners and employees find it difficult to work.

Students and staff with problems relating to drug and alcohol abuse are urged to seek help. Charter Oak State College advisors will refer students to the Center for Substance Abuse Treatment Hotline. Requests for such assistance are kept confidential. To obtain information or to obtain a referral to a treatment center, students may contact The Center for Substance Abuse Treatment and Referral Hotline at 1-800-662-HELP. Staff will be encouraged to seek assistance through the Employee Assistance Program at the UCONN Health Center reachable at 1-800-852-4392.

In addition, the following guidelines shall apply to students and staff:

- The consumption of alcohol shall only be permitted at special and approved events and shall be restricted to those persons who have reached the legal drinking age.
- Any person who violates state law or the above guidelines shall be subject to the College's disciplinary actions, which can lead to the suspension or expulsion of the student or suspension or termination of the employee. Students or employees are also subject to criminal prosecution for violation of the above stated statutes. The Board encourages all of its students and staff to play a part in combating the misuse of alcohol and the use of illicit drugs. The price of not eliminating substance abuse is great in dollars and wasted lives.

The smoking and/or vaping of any substance is prohibited on all College property which includes all buildings, grounds, parking lots and state owned vehicles.

Missing Student Notification Policy

Charter Oak does not have any student housing as the predominant majority of our students take classes online. As a result there is no missing student notification policy maintained by the College.

Student Disciplinary Procedures

When a student ignores or fails to act in accordance with local, state, and federal laws and regulations of both Charter Oak and the Connecticut State College & University System, the College has the obligation and right to institute appropriate disciplinary action. Students whose conduct is determined to be unacceptable will be subject to sanctions, following due process, which are commensurate with the gravity of the offense and in the best interests of the College community. Students of Charter Oak must abide by the Connecticut State College and University System Student Code of Conduct found within the appendices.

The Charter Oak Student Code of Conduct explicitly describes the rights and responsibilities of the student, disciplinary procedures and hearings, appeals process, interim administrative actions and disciplinary penalties. The Student Code of Conduct additionally describes the maintenance and review of disciplinary records and defines the terminology utilized therein.

These procedures protect the rights of the students and describes the types of acts that are not acceptable in an academic community. This Code of Conduct additionally provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students. Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

Upon request the institution will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to victims or the victim's next of kin if the victim is deceased.

Employee Disciplinary Procedures

Employees of Charter Oak are governed by one of two policies, differentiated by the categorization of their employment. Employees who are reported to have engaged in sexual misconduct or other crimes are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

For management/confidential positions (non-unionized labor) disciplinary procedures have been included as an appendix. As stated within the policy, no employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling. Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or

supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

To discipline an employee the following steps shall be followed:

A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties discussion may be continued to a mutually agreed time.

B. After the employer has issued discipline the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee.

C. A hearing for non-Presidential Staff shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources then the President of the Board of Regents may appoint a different hearing officer of his/her choosing.

D. Hearings for Presidential Staff shall be held by a committee of three appointed by the Chairman of the Board of Regents or his/her designee. Such hearings shall not be governed by formal rules or procedures. The committee appointed by the Chairman of the Board or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question.

E. In either a Presidential or non-Presidential hearing the hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal.

F. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.

G. All reprimands and discipline actions shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration

date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

H. The President may suspend an employee with pay if the employee constitutes a threat of harm to him or herself or others pending investigation of conduct for which discipline may be appropriate. The President may suspend an employee without pay for cause. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

For unionized labor disciplinary procedures have been included as an appendix. As stated within the policy, discipline is defined as written reprimand, suspension, demotion or dismissal. The union contract does not include a formal disciplinary process and does not prohibit the College from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Emergency Notifications Policy

Emergency notifications may be distributed for matters including but not limited to:

- Terrorists Attack
- Weather Related Matters
- Technology Outages
- Threats
- Natural Disasters
- Environmental Events
- Epidemic
- Fire
- Gas Leak
- Power Failure

Each potential matter that may represent a significant emergency or dangerous situation involving an immediate threat to the health and safety of our students or employees occurring on campus is examined on a case by case basis by the College President. The President may consult with the Executive Team, law enforcement, state and local government or other involved individuals to determine if an emergency notification is warranted. The President manages the activation and content of the emergency notification and the President will ensure the emergency notification is distributed without delay to ensure impacted individuals have the proper notice. The emergency notifications are structured in a way to alert the campus and notate the date, time and location of the matter when applicable and action steps for employees to maintain their safety.

Emergencies are reported by calling 911 and notifying other staff members and visitors in the building.

The College utilizes the Everbridge emergency notification system hosted in the cloud that maintains the ability to distribute messages via SMS text, email and telephone. This system is activated by logging into the system through a web portal or application and initiating a notification. Defined templates can be pre-established for common events such as weather

closing or nonstandard message may be customized as needed. Audit reports are available to indicate message sent, received and acknowledged.

It is important to note that the emergency notification system is customarily utilized for only individuals who are routinely on campus. The President will assess whether or not the emergency notification is distributed to all students, staff and/or faculty and may adjust the manner of distribution dependent on the information at hand with the intent of ensuring the communication is most effective. Potential alternative means of communication such as the website, social media, online learning management system and others overlap with those communication channels described within the timely warning section below and may also be utilized to disseminate information to the broader community and affiliates as warranted. The President will provide follow up information through the emergency notification system as warranted and email (provided impacted individuals have access to email).

In the absence of the President, an emergency notification may be issued by a member of the Executive Team (Provost, Chief Financial & Administrative Officer, Chief Information Officer).

Timely Warning Policy

Timely warnings are different than emergency notifications as timely warnings are triggered by the report of a Clery Act crime that has been reported to a campus CSA or law enforcement agency which resides in the College's Clery Campus Geography. Timely warnings are not issued for all events, but only those that represent a serious or continuing threat to the student or employee population. Emergency notifications can potentially represent a broader set of situations or events that require notification to the student or employee population and as a result if an emergency notification has already been sent out, a timely warning will not be issued for the same matter.

Each potential reported event or matter that falls within the criteria above is examined on a case by case basis by the College President or designee in the President's absence. Like emergency notifications, the President may consult with the Executive Team, law enforcement or other involved individuals to determine if a timely warning message is warranted. The President will balance a timely notification while assessing what pertinent information is available as the current time and whether or not additional information is expected.

The current tools available to the College to issue a timely warning is through email, the current online learning management system (i.e. BlackBoard), social media, website or the Everbridge emergency notification system that maintains the ability to distribute messages via SMS text, email and telephone. The message if distributed is intended to aid in the prevention of similar crimes and the President will assess whether or not the timely warning is distributed to all students, staff and/or faculty and the manner of distribution dependent on the information at hand.

Timely warnings by nature are messages tailored to promote the safety of individuals associated with the campus based on a very specific set of circumstances. Should the College President need to issue a timely warning, the following information will be included:

- ✓ The time, location and type of crime to the extent such information is available
- ✓ Information that furthers a student or employee's ability to protect themselves or reduce the risk of the associated matter impacting the individual.

Under no circumstances will any victims be identified and privileged information protected by State or Federal law inclusive of medical or attorney/client privilege will be released.

In the absence of the President to issue a timely warning in accordance with the above, a timely warning may be issued by a member of the Executive Team (Provost, Chief Financial & Administrative Officer, Chief Information Officer).

Building Evacuations & Emergency Preparedness

Evacuation procedures are distributed to all campus personnel on a periodic basis and as needed based on personnel or procedural changes. These procedures have been included as an appendix.

Procedures are tailored to the Manafort and Alumni Campus buildings and instruct personnel how to safely exit the building in case of emergency. Alternative instructions are also included should building exits be obstructed.

As part of the evacuation plan, the College maintains an Emergency Evacuation Team. There are several members of the Emergency Evacuation Team all of who are assigned various zones in the building which cover both employee workstations and public areas. In the event of an emergency, the team will ensure assigned individuals are out of the building and/or danger and perform counts at a designated meeting area.

Evacuation procedures were last updated and distributed to the campus community on May 10, 2019 and subsequent drills were performed in each building between May 13, 2019 and May 22, 2019. Evacuation teams, procedures and summary reports of the drills are posted on the College's intranet site and shared with the College's Health & Safety Committee. Evacuation drills are to be performed on an annual basis and are unannounced to the campus.

A log of fires, fire related events and suppression systems is not maintained as the College does not have any on-campus or off-campus housing.

Reporting on Crime & Offenses

The College's Annual Security Report includes crime statistics that conform to the definitions and presentation prescribed within the Clery Act and Violence Against Women Act ("VAWA") and these definitions have been included as an appendix. The crimes and offenses applicable to these acts include the following:

Criminal Offenses

Criminal Homicide (*murder, [non] negligent manslaughter,*
Sexual assault (*rape, fondling, incest, statutory rape*)
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson

VAWA Offenses

Domestic Violence

Dating Violence

Stalking

Arrests & Referrals

Illegal weapons

Drug Laws

Liquor Laws

Statistical data presented within this report will additionally notate whether or not any of the reportable crimes were hate crimes meaning that such criminal offense manifested evidence that the victim was intentionally selected because of a perpetrator’s bias against the victim. Bias categories include race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability. In addition to those offenses listed above, the following crimes and offenses would also be included in this report should such offense indicate a hate crime:

- Larceny and Theft
- Intimidation
- Simple Assault
- Destruction / Damage / Vandalism of Property

Crime statistics are compiled annually for the preparation of this report and require involved communications with the following individuals or agencies to ensure all crimes and reports are captured:

- ✓ Charter Oak State College Campus Security Authorities
- ✓ Town of Newington Police Department
- ✓ City of New Britain Police Department
- ✓ Central Connecticut State University Police Department

Each of the contacts herein are familiar with the crimes that need to be included with this report and the compilation of data is not just a one sided submission. Clarifying questions or follow up commentary may be provided by these parties to ensure the statistical data is complete and free from error. Communications often include the law enforcement agency examining case details to understand if a potential crime occurred within a residence or potentially the street in front of the residence which in the College’s case may be part of the Public Property Clery Act geography. The College adheres to the “sidewalk, street, sidewalk” methodology which includes reported crimes and offenses that occur in the public streets and thoroughways that comprise the campus.

The College includes additional statistics for crimes that are unfounded. For a crime to be considered unfounded in the report the crime must have been investigated by law enforcement and found to be false or baseless with the conclusion that no offense was attempted or

occurred. The College cannot and will not designate a crime as unfounded unless such determination is made by a sworn law enforcement official holding the appropriate jurisdiction.

Statistical Crime Tables & Data

Clery Reportable Crimes / Offenses	Year	Total Events Reported	Geographic Location				Unfounded
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Murder / Non-Negligent Manslaughter	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Negligent Manslaughter	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Rape	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Fondling	2019	-	-	-	-	-	-
	2018	1	1	-	-	-	-
	2017	-	-	-	-	-	-
Incest	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Statutory Rape	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Robbery	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Aggravated Assault	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Burglary	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Motor Vehicle Theft	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Arson	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-

Violence Against Women Act (VAWA) Violations	Year	Total Events Reported	Geographic Location				Unfounded
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Domestic Violence	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	1	-	-	-	1	-
Dating Violence	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	-	-	-	-	-	-
Stalking	2019	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2017	1	1	-	-	-	-

Arrests for Weapons, Drugs & Liquor Violations	Year	Total Events Reported	Geographic Location				
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Weapons Violations	2019	-	-	-	-	-	
	2018	-	-	-	-	-	
	2017	-	-	-	-	-	
Drug Law Violations	2019	-	-	-	-	-	
	2018	-	-	-	-	-	
	2017	-	-	-	-	-	
Liquor Law Violations	2019	-	-	-	-	-	
	2018	-	-	-	-	-	
	2017	-	-	-	-	-	

Disciplinary Referrals for Weapons, Drugs & Liquor	Year	Total Events Reported	Geographic Location				
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Weapons Violations	2019	-	-	-	-	-	
	2018	-	-	-	-	-	
	2017	-	-	-	-	-	
Drug Law Violations	2019	-	-	-	-	-	
	2018	-	-	-	-	-	
	2017	-	-	-	-	-	
Liquor Law Violations	2019	-	-	-	-	-	
	2018	-	-	-	-	-	
	2017	-	-	-	-	-	

There were no hate crimes reported during the periods of this report.

Listing of Appendices

Appendix Title	
A	Student Code of Conduct
B	Sexual Misconduct Reporting, Supportive Measures and Processes Policy
C	Violence in the Workplace Prevention Policy
D	Reportable Crime Definitions
E	Management / Confidential Non-Continuation, Discipline, Reprimand, Suspension and Termination Policy (Article 8 of Contract)
F	AFSCME Local 1214 Dismissal and Discipline Policy (Article 11 of Contract)
G	Evacuation Procedures

Appendix A – Student Code of Conduct

Appendix B – Sexual Misconduct Reporting, Supportive Measures and Processes Policy

Appendix C – Violence in the Workplace Prevention Policy

Appendix D – Reportable Crime Definitions

AGGRAVATED ASSAULT

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

ARSON

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, and personal or other property. Only fires determined through investigation to have been willfully or maliciously set are classified as arson. Fires of suspicious or unknown origins are excluded.

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. The use of force to gain entry is not required to classify an offense as burglary. Burglary in this program is categorized into three sub-classifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry .

CRIMINAL HOMICIDE (Two categories)

Murder and non-negligent manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

DATING VIOLENCE

Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: • The length of the relationship • The type of relationship • The frequency of interaction between the persons involved in the relationship

DESTRUCTION/DAMAGE OF PROPERTY/VANDALISM

To willfully and maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

DOMESTIC VIOLENCE

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

DRUG VIOLATIONS

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any

controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

HATE CRIME

A hate crime, also known as a bias crime, is a criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

INTIMIDATION

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

LARCENY / THEFT

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

LIQUOR LAW VIOLATIONS

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle, this offense category includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc . The definition excludes the taking of a motor vehicle for temporary use by persons who have lawful access.

ROBBERY

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence, and/or by putting the victim in fear.

SEX ASSAULT / SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

RAPE

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

FONDLING

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

INCEST

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE

Sexual intercourse with a person who is under the statutory age of consent.

SIMPLE ASSAULT

An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

WEAPONS VIOLATION

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

UNFOUNDED CASES

The event did not happen or was determined through investigation to be false.

**Appendix E – Management / Confidential Non-Continuation, Discipline,
Reprimand, Suspension and Termination Policy (Article 8 of Contract)**

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option of the President of the Board, for System Office employees; or Presidents, for College and University employees. Permanent employees hired on or after January 1, 2013, shall receive three (3) months' notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic management positions at or above the level of Dean may receive up to twelve (12) months' notice. Permanent employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling. Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

8.4 Suspension

A President may suspend an employee with pay if the employee constitutes a threat of harm to him or herself or others pending investigation of conduct for which discipline may be appropriate. A President may suspend an employee without pay for cause as specified in section 8.2. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

8.5 Appeals of Discipline (not applicable to those non-continued based on 8.1)

To discipline an employee (per 8.2) the following steps shall be followed: A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties discussion may be continued to a mutually agreed time. B. After the employer has issued discipline the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee. C. A hearing for non-Presidential Staff shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources then the President of the Board of Regents may appoint a different hearing officer of his/her choosing. D. Hearings for Presidential Staff shall be held by a committee of three appointed by the Chairman of the Board of Regents or his/her designee. Such hearings shall not be governed by formal rules or procedures. The committee appointed by the Chairman of the Board or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. E. In either a Presidential or non-Presidential hearing the hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal. F. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.

8.6 Abandonment

Failure to perform assigned duties for five (5) consecutive working days without prior approval of the CSCU President (for system office personnel); or the President (for college and university personnel) is abandonment of one's appointment/position. The employee who has abandoned his/her position will then be separated from State service and be deemed to have resigned not in good standing.

8.7 Layoff

In the event of a reduction in the ranks of Management and/or Confidential Professional employees resulting from retrenchment, reorganization or fiscal exigency, the notice provisions for noncontinuation in 8.1 shall apply.

8.8 Notice of Retirement or Resignation (new 08/21/14)

It is recommended that employees planning retirement provide three (3) months of notice and employees resigning provide at least four (4) weeks of notice when possible. Scheduling of the last day at work should be discussed with the employee's supervisor or other designated individual in an attempt to work out the best arrangement for all concerned.

Appendix F – AFSCME Local 1214 Dismissal and Discipline Policy (Article 11 of Contract)

ARTICLE 11 DISMISSAL AND DISCIPLINE

Section One. Discipline is defined as written reprimand, suspension, demotion or dismissal.

Section Two. No employee who has successfully completed the initial probationary period shall be disciplined under this Agreement except for just cause.

Section Three. The parties jointly recognize the deterrent value of disciplinary action and, whenever appropriate, disciplinary action will be preceded by warning and opportunity for corrective action. Nothing in this Section shall prohibit the Employer from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Appendix G – Evacuation Procedures

Alumni Campus Evacuation Procedures

In the event of an emergency requiring the evacuation of the Alumni Road building, any staff member who observes that an EMERGENCY SITUATION exists should order all other staff members and any visitors in the building to **immediately evacuate** through the **front or side exit doors**. A call to 911 should be made even though the ADT system is alarmed to send a response in the event of smoke or fire. Evacuated staff and visitors should proceed to the designated assembly area (**near the building sign in the grassy area next to Alumni Road**). Staff is to remain in the designated area until a check of all staff and visitors is completed.

As soon as an alarm signal is made the

Emergency Evacuation Team (EET):

Bill Burnes,
Randall Backus, Yolanda Pacheco

Or the EET backups

Crystal Glasscock-Stephens, Rowena McGoldrick
Nancy Taylor, Carolyn Hebert

will make every effort to ensure that all staff and visitors evacuate the building. At the designated assembly area, one of the EET members will conduct a staff count/visitor count, and report the count to the EET on duty at that time.

The Town of Newington police and fire departments respond to Alumni Road emergencies and will provide necessary CPR and First Aid. Response time for these departments is two to three minutes.

The listing herein represents contacts applicable for the 2019 calendar year. As employee transitions occur, EET contacts are updated accordingly.

****If you are unable to exit through the front or side doors due to smoke or fire, drop to the ground, cover your face if possible, and crawl to the nearest exit door. Do not attempt to stand or escape the building by crawling up into the ceiling vents, as upper areas most likely contain the most dense and deadliest gases and flames.**

Questions on these procedures should be addressed to the Health and Safety Committee.

Manafort Campus Evacuation Procedures

In the event of an emergency requiring the evacuation of the Charter Oak State College administration building, any staff member who observes that an EMERGENCY SITUATION exists should order all other staff members and any visitors in the building to **immediately evacuate** through the **front or side exit doors**. A call to 911 should be made even though the ADT system is alarmed to send a response in the event of smoke or fire. Copies of Charter Oak's floor plans with exit doors labeled are posted on the walls in eight locations. Evacuated staff and visitors should proceed to the designated assembly area which is to the tall tree to left of the building's front door. Everyone is to proceed through the gate to the sidewalk outside of the fenced in parking lot.

As soon as an alarm signal is made the

Emergency Evacuation Team (EET):

Paula Silva, Carol Hall, Lila Guillet
Jennifer Washington, Alison Sincovic

Or the EET backups

Carmel French, Michael Broderick, Paige Pelton
Ady Yllanes, Kristi Newgarden

will make every effort to ensure that all staff and visitors evacuate the building. At the designated assembly area, one of the EET members will conduct a staff count/visitor count, and report the count to the EET on duty at that time.

The City of New Britain along with Central Connecticut State University's police and fire professionals respond to Manafort Road emergencies and will provide CPR and First Aid. By calling 911, the New Britain Public Safety Dispatch will notify CCSU Police and have them dispatched. Response time for CCSU is two to three minutes.

The listing herein represents contacts applicable for the 2019 calendar year. As employee transitions occur, EET contacts are updated accordingly.

Questions on these procedures should be addressed to the Health and Safety Committee.

*Please note that when 911 is called, the New Britain Public Safety staff will be able to tell that the call is coming from our building and which room it was called from. This is also true of CCSU's police personnel.

End of Document