

Emergency Preparedness Happenings @ CSC

September 2021



September is National Preparedness Month, a time to promote disaster and emergency planning. This year's national theme is ***"Disasters Don't Wait. Make Your Plan Today."*** Our hope is that each student, faculty and staff member will familiarize themselves with the college's Emergency Guidelines <https://colby-sawyer.edu/emergency-guidelines> and then create their own emergency preparedness plan.

The main steps toward preparedness are simple:

1. Stay informed. Sign up for [CSC ALERT](#), the college's emergency communication system, to receive important texts from the college in an emergency.
2. Make sure you and your family have an [Emergency Plan](#) so everyone knows where to go and what to do in an emergency. Include emergency contact information so everyone knows how to reconnect after an emergency occurs.
3. Build an [Emergency Kit](#) that contains basic items you may need if an emergency happens.
4. Get involved in preparedness efforts locally, organizations like, New London CERT (Community Emergency Response Teams) contact EMD@nl-nh.com; or the New London Fire Department, contact nlfd@tds.net. Taking a First Aid/CPR class is a great way to be more prepared for an emergency

When developing your plan, don't let perfect get in the way of good, you can add things as time goes on, getting started is the most important thing.

COVID-19 Safety Commitment

The Senior Leadership Team and the Incident Response Team have been hard at work drafting plans for a safe and responsible return to in-person instruction. Those plans as well as the policies and procedures to best ensure the health and well-being of the campus community can be found on the COVID-19 Safety Commitment Webpage at <https://colby-sawyer.edu/covid>

The situation surrounding COVID-19 remains incredibly fluid, with guidelines recommended by [state](#) and [national](#) health officials changing almost daily. The website also serves as a source for updates regarding COVID-19 as it pertains to the college, as well as changes made to college policies and procedures.

We must all do our part in order to make in-person instruction a reality. Please join us in following Colby-Sawyer College's COVID-19 Safety Commitment.

Get Educated

In addition to the Emergency Posters found in most classrooms and many offices throughout campus, Colby-Sawyer has developed an Emergency Preparedness Guide to serve as a quick reference in many different types of emergencies. This is not a comprehensive list of instructions and resources, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard and to protect you and others from harm. Be Prepared, Not Scared... Please review this guide and be familiar with its contents **before** an emergency occurs. You can find the guide at <http://colby-sawyer.edu/assets/pdf/EmergencyGuide.pdf>.

Sign-Up for CSC Alert



CSC ALERT is Colby-Sawyer's emergency alert system, which enables the college to send urgent messages to the campus community through cell phones, e-mail accounts, and the Web. The system includes a desktop alert function that will pop up on most college-owned computers, as well as alerts on some display screens throughout campus. It also transmits a text-to-voice message to all college telephones.

CSC ALERT is an "opt in" service, which means you must sign up to receive emergency messages.

Campus Safety and the Colby-Sawyer College administration strongly encourage all community members to register for CSC ALERT and to keep their account information up to date.

- To create an account and register for CSC ALERT, logon to the registration form on the myCSC ALERT section of myColby-Sawyer.
- Do you already have an account? Has your account expired? Have you changed cell phone numbers or service providers? Do you need to update your password? To review and/or update your account information, go to <https://colby-sawyer.edu/emergency/> and login with the username and password you used to set up your CSC ALERT account.

For more information about CSC ALERT, go to <http://www.colby-sawyer.edu/emergency>.

If you have any questions about CSC ALERT, please contact the Helpdesk by email at helpdesk@colby-sawyer.edu.

Emergency Preparedness Exercise

On November 17, 2021, members of the Colby-Sawyer Emergency Management Team will participate in a Tabletop Exercise facilitated by the Federal Emergency Management Agency (FEMA). Participants will include representatives from across campus including the Incident Response Team Section Coordinators, Academics, Marketing & Communications, Facilities Management, Campus Safety, Residential Education, Baird Health and Counseling Center, and student representatives Chesley Smith and Andrew Davison.

The purpose of the exercise is to provide participants with an opportunity to assess their preparedness, response, and recovery protocols, plans, and capabilities to respond to a winter storm/campus power outage.

Players will participate in facilitated discussions to address the challenges presented by the event. Discussions will focus on emergency responder coordination, critical decision-making, and the integration of resources necessary to prepare for, respond to, and recover from the event. Colby-Sawyer's preparedness and resilience will be critical to response and restoration efforts in New London and the surrounding communities.

In addition, players will focus on interdisciplinary and interagency coordination both at the campus, local, and State levels. Processes and decision-making are more important than minute details. Player feedback will be used to update relevant emergency responses and the CSC Emergency Management Plan.

Colby-Sawyer Incident Response Team

The Colby-Sawyer Emergency Management Incident Response Team (IRT) is composed of CSC community members from disciplines throughout the college. We're active in all four phases of emergency management on our campus: preparedness, response, recovery and mitigation.

We are happy to share some of the upcoming emergency preparedness resources and training opportunities taking place on campus. Creating a culture of preparedness is a team effort. It requires staff, faculty and most importantly, students working together to build a safe and secure community. Participating in some of the training opportunities found in this newsletter will help to ensure that you and the college are prepared.

We encourage all Colby-Sawyer employees and students to continue their efforts in emergency preparedness to enhance the college's capability to respond to and recover from emergency situations.

IRT Members:

Pete Berthiaume
Andrew Davison
Jen Deasy
Liz LaBelle
Mary McLaughlin
Meg Miller
Mike Pezzone
Laura Sykes
Chesley Smith
Pam Spear
Cally White
Heather Zahn