

# HARTFORD SEMINARY

September 28, 2018

## CAMPUS SAFETY, SECURITY AND FIRE SAFETY REPORT

(Reporting for the timeframe of  
January 1, 2017– December 31, 2017)

*This document is posted on the Seminary's  
website as of October 1, 2018 and can be  
found under "Campus Security"*

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## **HARTFORD SEMINARY**

### **2018 Campus Safety, Security and Fire Report** **(Reporting for calendar year 1/1/17 – 12/31/17)**

The Hartford Seminary campus is in the West End of Hartford on twelve acres of land, which includes four office buildings and fifteen residences. The Seminary endeavors to provide a safe, problem-free facility for and with the assistance of its staff, students and visitors. Safety and security concerns are handled by the office of the Director of Administration & Facilities. Issues related to Title IX are coordinated by the Chief Business Officer, Michael Sandner.

#### ***Campus Law Enforcement***

The Director of Administration and Facilities serves as the campus security official. While there is no official law enforcement authority designated to this position, the Director serves as the liaison to local and state law enforcement agencies and is the key contact for campus crimes, fires, and related safety issues. A log of all campus crimes and fires is kept in the Director's office and is available for perusal with 24-hours notice.

#### ***Policies and Procedures***

Confidential Security Procedures detail proper safety and security measures for all Seminary offices and classrooms. They are distributed to every employee and extra copies are on file in the office of the Director of Administration and Facilities.

A receptionist is on duty for evening classes between 5:00 – 10:00 p.m., Monday – Thursday at 77 Sherman Street (860-509-9500.) At 10:00 p.m. the front door is locked and all alarms are activated. All employees must always lock entrance doors to 80 & 76 Sherman and 60 Lorraine, and if a receptionist is not stationed at the desk of 77, that door should be locked as well.

Persons with physical disabilities and special needs should notify the Director of Administration & Facilities. Students with physical disabilities and special needs should notify Liza Arulampalam, Student Services Coordinator, prior to the beginning of the semester should special accommodations be required. Staff with special needs should contact Heather Holda, Executive Assistant to the President and Director of Human Resources .

Victims of or witnesses to criminal activity on campus should report the incident to the Hartford Police (911 for emergencies or 527-6300 for non-emergencies) and to the Director of Administration and Facilities (860-509-9501) immediately. A Campus Crime Report Form, including police case number, must be completed on the day of the crime. Forms can be obtained from the Receptionist or the Director of Administration & Facilities.

Added Security: Hartford Seminary installed 16 security cameras at the entrances to our four office buildings and around our parking lots and student housing to provide intrusion monitoring and vulnerability scanning. Video surveillance is monitored from office of the Director of Administration and the receptionist station. Exterior LED lighting and security key card/fobs for our four office/classroom buildings have been installed for the enhanced security and safety of all students, staff and guests. A wireless silent alarm and a main entrance auto lock/unlock has been installed at the reception desk at 77 Sherman. In addition, the Director of Administration and Facilities has had ALICE training and is certified to teach others about safety against active shooters.

## ***Responsibilities of Students and Staff***

Health, safety and respect for individual differences are priorities for all on the Hartford Seminary campus. We subscribe to the principles and laws of the State of Connecticut and the U.S. government, and all constituents are expected to comply. Our policies prohibit discrimination against any individual on the basis of race, sex, sexual orientation, gender identity, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or intolerance of any of the above mentioned classes. The cooperation and involvement of students and staff is essential in order to maintain a safe, secure and respectful campus.

Everyone should be alert to any unusual occurrences or suspicious characters and report them immediately. Personal belongings and valuables should not be left unattended. Cars should be locked and parked in well-lit areas with no valuables left in the car or trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs. Students are encouraged to obtain apps for their phones that enhance personal safety.

### ***Weapons Possession***

The possession, use or sale of weapons is prohibited on all areas of the Seminary campus. Weapons include, but are not limited to, firearms, ammunition, explosives, fireworks and hunting knives.

### ***Illegal Drugs and Alcohol Abuse***

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Education assumes a healthy integrating of mind, body and spirit. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse.

### ***Standards of Conduct***

Hartford Seminary strictly prohibits the unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-Sponsored activity, function or event. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

### ***Implementation***

Hartford Seminary will annually distribute a copy of this policy statement with all attachments related to referral information to local substance abuse treatment centers, penalties, and effects of controlled substances, as well as fire instructions and crime reporting forms to each staff person and to each student who is taking one or more classes for any kind of academic credit. **Hartford Seminary does not have a medical clinic and does not employ medical professionals. We refer you to the Connecticut Clearinghouse of the Wheeler Clinic for additional resources on alcohol, tobacco, drugs, mental health and wellness: [www.ctclearinghouse.org](http://www.ctclearinghouse.org); (800) 232-4424.**

Every year, the Seminary will review its policy to determine its effectiveness, update requirements and enforce changes if needed. In addition, portions of this policy will be published in our faculty, staff and student handbooks and other appropriate literature and websites.

The Executive Assistant to the President/Director of Human Resources will be responsible for implementation of this policy with Seminary employees. The Dean will be responsible for implementation of this policy for students.

### *Disciplinary Sanctions*

Minimum sanctions to be imposed for violation of this policy normally include probation, suspension or separation from the institution and referral for prosecution. The Seminary may require the completion of an appropriate rehabilitation program to be determined by the President on a case-by-case basis for various degrees of infractions. Hartford Seminary’s disciplinary procedures respect the rights of students and employees under State and Federal law.

**A full list of sanctions and charges for the illicit possession, use or distribution of drugs and alcohol can be found in the Controlled Substance Charges and Schedules of the Department of Consumer Protection Drug Control Division at:**  
[www.ct.gov/dcp/lib/dcp/dcp/regulations/21a-243](http://www.ct.gov/dcp/lib/dcp/dcp/regulations/21a-243)

### *Crime Statistics and Rates*

In compliance with the Federal Student Right-to-know and Campus Security Act, the following statistics are provided to reflect the crimes committed on the property of the Seminary and required parameter for the most recent school year and during the two preceding years:

Number of Incidences

<u>Offense</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder – Manslaughter	0	0	0
Murder Negligent manslaughter	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Larceny	1	1	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Hate Crimes	0	0	0

Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
National origin	0	0	0
Disability	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<u>Arrests</u>			
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0
<u>Disciplinary Referrals</u>			
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0

Statistics were collected from the Hartford Police Crime Statistics Department and listed according to the required campus parameters. **None of the above were determined to be hate crimes.** A copy of the police log of other neighborhood crimes is available upon request.

### **Missing Students Policy**

Hartford Seminary currently has the capacity to house up to 30 residential students. A missing student is defined as any Hartford Seminary student who resides in a housing unit owned by Hartford Seminary and who is reported as missing from their room/housing unit for 24 hours. Thereby, it is important for residential students to notify their roommates and/or residential assistant if they are leaving their housing unit for more than 24 hours.

Each student has the right to identify an individual as an emergency contact that Hartford Seminary can contact no later than 24 hours after the time the student is determined to be missing. The emergency contact information should be submitted to the Registrar's office and the Director of Administration and Facilities upon registering for classes and signature of a housing lease.

If any member of the Hartford Seminary community has reason to believe that a residential student is missing, all possible efforts will be made to locate the student. A missing student must be reported to the Director of Administration and Facilities who will work with the Dean's office to notify contacts and authorities no later than 24 hours after the time the student was reported missing. The Seminary will cooperate and assist the authorities in all ways prescribed by law.

## **Sexual Harassment/Violence Policy**

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment. Title IX of the Education Amendments of 1972 protects people from sexual harassment, discrimination and violence based on sex in education programs and activities that receive federal financial assistance. Our Title IX Coordinator monitors compliance with this law and chairs the Sexual Harassment Task Force. He will ensure that complaints of this nature are appropriately addressed. Questions, concerns, and reports of violations can be brought to:

**Michael Sandner**  
**Chief Business Officer**  
**Title IX Coordinator**  
[msandner@hartsem.edu](mailto:msandner@hartsem.edu)  
**(860) 509-9525**

### *Definition*

Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature or relating to sexual orientation when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in other Seminary activity;
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

**(In compliance with the US Department of Education Clery Act regulations and for clarification purposes, definitions of additional related sexual harassment/violence occurrences and terminology are attached as an addendum to this document.)**

### *Procedures for Handling Complaints of Sexual Harassment and Violence*

A Sexual Harassment/Violence Task Force is appointed by the President of Hartford Seminary within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment or violence, including stalking and dating/domestic violence that may arise. A list of the members of the task force will be distributed to all members of the Hartford Seminary community within the first three weeks of the new academic year. Fair, impartial disciplinary proceedings will occur as prescribed by Clery Act regulations.

Students or employees who report being victims of sexual assault, stalking, dating violence or domestic violence will receive a written explanation of their rights and options with written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, academic, living, student financial aid and protective measures and related services and changes available to them whether or not the victim reports to law enforcement.

- A. The Sexual Harassment/Violence Task Force shall be comprised of three appropriate parties.
1. Informal actions: Several options are available to an individual as a victim or witness to informally address an incident of alleged sexual harassment or violence on a voluntary, confidential basis:
    - A. The individual may attempt to resolve the matter directly with the alleged harasser. Should the individual not be comfortable initiating a discussion on her or his own, she or he may discuss the issue confidentially with any member of the Sexual Harassment/Violence Task Force and receive guidance and support for attempting to resolve the matter directly with the alleged harasser.
    - B. The individual may report the incident of alleged harassment to the supervisor (in the case of students, to the Dean of the Seminary) in an effort to resolve the matter.
    - C. In the event that these informal efforts to resolve the complaint by the individual may not be wise, appropriate, or successful, the individual may request that the Sexual Harassment/Violence Task Force attempt to resolve the issue informally. A record of the complaint and its resolution will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.
  2. Formal Proceedings: In the event that an informal resolution does not seem possible or is not successful, and if the matter is not settled within ten (10) working days, the complainant and the Sexual Harassment/Offense Task Force will institute formal proceedings immediately to include the following steps:
    - A. Gather oral and written statements from the parties involved in the alleged harassment, and from others who may have pertinent information, such as witnesses, qualified professional consultants, etc. The respondent may appear before the Task Force and present witnesses in his or her behalf.
    - B. Determine actions appropriate to resolve the matter; these may include (but not be limited to):
      - 1) the finding that sexual harassment/violence has occurred, and that the appropriate body or officer of the Seminary is called upon to take action accordingly; such action may include one or more of the following:
        - a. a formal reprimand, with defined expectations for changed behavior;
        - b. recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
        - c. probationary standing, with the terms of the probation clearly defined;
        - d. suspension or dismissal from the Seminary
      - 2) the finding that no sexual harassment occurred

In the course of investigating the allegations of the complainant, the supervisor (if involved) and members of the Task Force shall contact only those persons whose participation is reasonably necessary to the investigation of the complaint, and shall otherwise keep the facts of the investigation as confidential as is legally possible.

A written summary of the Task Force proceedings will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

3. Appeal Process:

A. If the complainant or respondent is not satisfied with the disposition of the matter by the Task Force, he or she has the right to appeal in writing, within 30 days, to the President of the Seminary who may review and affirm or alter the disposition.

B. The complainant or respondent may appeal the decision of the President by addressing an appeal in writing, within 30 days, to the chair of the Board of Trustees. The chair shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion to take any further evidence that it may deem necessary before making its final determination.

Both the accuser and the accused are entitled to have others present during a disciplinary proceeding (including an advisor of their choice) and both will be informed simultaneously of the final determination/results of any institutional disciplinary proceeding that is brought alleging a sexual offense.

The Seminary may remove reports of crimes that have been “unfounded” by law enforcement officials only under the limited circumstances as prescribed by law. The number removed will be listed in the annual ASR report as “unfounded.”

**Retaliation: Retaliation against a person for filing a complaint, or against witnesses for providing statements during an investigation, is a violation and is strictly prohibited.**

Hartford Seminary will change a victim’s academic and living situations after an alleged sex offense at the request of the victim if the Seminary determines those options to be reasonably available to the Seminary. An example may be to break a housing contract with the Seminary so that the student may seek off-campus housing. However, the Seminary would not be obligated to pay for the private off-campus apartment.

Victims are encouraged to report sexual offenses and acts of violence to the Hartford Police Department using the “911” phone number for immediate notification, or the (860) 757-4000 direct phone line to the department. It is important to preserve any evidence for the proof of a criminal offense.

Privacy Versus Confidentiality

To the extent possible, under federal law, if a student makes a report about an act of sexual misconduct to the Title IX Coordinator or designees, the Seminary has an obligation to investigate the complaint. The Title IX Coordinator or designees will protect the privacy of all parties to a complaint of sexual misconduct but cannot promise confidentiality. By law, few employees of the Seminary are permitted to promise confidentiality.

Note: Compliance with these provisions does not constitute a violation of section 444 of the General Education Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA.)



The Seminary community can obtain information about registered sex offenders in the State of Connecticut via the website: [www.communitynotification.com](http://www.communitynotification.com).

**Educational Materials to Promote Awareness and Prevention of Sexual Offenses and Dating/Domestic Violence**

The Student Services Coordinator maintains educational materials in her office to promote awareness and prevention of sexual offenses and **Dating/Domestic Violence**. Staff and students may request copies of these materials at any time. Pertinent materials are available on our website as well. However, it is recommended that those interested contact the following qualified agencies for professional information and services that include crisis counseling, a 24-hour hotline, referrals, support groups and education. All services are free and confidential. Contact information is:

**Connecticut Alliance To End Sexual Violence**

96 Pitkin Street  
East Hartford, CT 06108  
860-282-9881

[info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)

Hotline (English) 1-888-999-5545 (24/7)

Hotline (Espanol) 1-888-568-8332 (24/7)

**YWCA Sexual Assault Crisis Services**

75 Charter Oak Ave., Hartford, CT 06106  
Hotline: 860-547-1022

**Connecticut Coalition Against Domestic Violence**

(Support for victim/survivors of domestic or dating violence and stalking)

Statewide Hotline: 1-888-774-2900 (24/7)

Interval House Safe house information can be obtained via the number above.

**Definitions and Terms of Sexual Activities, Harassment, Assault and Violence**

The following terms and definitions are offered as an addendum to the Clery Act Safety and Security Report as required by Federal reporting regulations. They reflect the updates in the FBI's Uniform Crime Reporting System and terms from the Federal Register and local jurisdiction. The goal is to provide a clear understanding of terms related to sexual activities, harassment, assault and violent acts.

**Consent:** An understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely, and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is

incapacitated by alcohol and/or other drugs both voluntarily and involuntarily consumed may not give consent. Past consent of sexual activity does not imply ongoing future consent.

**Rape:** 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 consent of the victim.

**Sodomy:** Oral or anal sexual intercourse with another person, 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 or physical incapacity.

**Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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 or intimate partner, by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred 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 in which the crime of violence occurred.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander Intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Proceedings:** Refers to the activities related to an institutional disciplinary complaint, including but not limited to fact-finding investigations, formal or informal meetings, hearings and appeals.

**Results:** Any initial, interim and final decision by any Seminary official or entity authorized to resolve disciplinary matters within the institution. Students who are found responsible for sexual assault, dating violence or domestic violence will be suspended or expelled. Students found in violation of sexual harassment or stalking will be either placed on disciplinary probation, suspended or expelled. Students that are placed on disciplinary probation or suspended may be sanctioned with intervention services, restrictions from accessing college or community buildings, and educational programs.

### ***Non-medical Emergencies and Evacuation Procedures***

Hartford Seminary provides residential students a housing orientation at the beginning of each semester that includes emergency procedures and a fire-safety video. This is followed by a housing walk-through to point out locations of and proper use of fire extinguishers and safety ladders, as well as evacuation procedures in student housing. Emergency evacuation routes are posted on each floor of our four office buildings and our three-story student residences. The Seminary's Emergency Preparedness and Response Plan outlines emergency procedures, including key contacts, external resources, rallying locations, drills and follow-up. Many of these documents are included in this security report and the manual is available for perusal in the office of the Director of Administration and Facilities.

Non-medical emergencies and campus crimes should be reported to the Director of Administration and Facilities immediately at (860) 509-9501. After hours, the Resident Assistant can be reached via the emergency contact info posted in each student housing kitchen. They will assess the situation and notify the Director if necessary. If the RA cannot be reached, students may call the Director directly at (860) 523-9100 or (860) 833-0686. The Hartford Police Department can be reached at (860) 527-6300, and the Fire Department at (860) 722-8200. A campus crime report form along with tips for describing suspicious characters is available in the Director's office, and the form is posted on our website. All students and staff must fill one out and include the police case number should you be the victim or witness to a campus crime.

**If an emergency is life or property threatening that might require the response of medical, law enforcement or fire-fighting professionals, dial "911" immediately.** Students should keep in mind that this number is for extreme emergencies only and must be used with good judgment.

## **Fire Safety Report, Statistics and Guidelines**

### **CITY OF HARTFORD FIRE DEPARTMENT: DIAL 9 (9 – 1 – 1) TO REPORT A FIRE; 722-8200 FOR ALL OTHER PURPOSES**

Hartford Seminary provides this information to its employees and students as a guide in emergency situations. Please read it thoroughly now and review periodically to be prepared in an emergency! If you have questions or would like a walk-through, please see the Director of Administration and Facilities (860-509-9501.) The contact person for all fire-related incidences is Rose Lezak, Director of Admin./Facilities. She can be reached at the above number during work hours, or at (860) 523-9100 / 833-0686 after hours. The backup contact is Ronald Malcolm, Facilities Maintainer, at (860) 655-9678.

**In compliance with Federal requirements, the chart below informs staff and students about the number of fires having occurred in student housing during the last three years:**

**Statistics and Related Information Regarding Fires in Hartford Seminary Student Residential Facilities**

Residential Facility	Total Fires in Each Bldg	Fire Number	Cause of Fire	# injuries requiring treatmt @ medical facility	# deaths related to a fire	Value of Property Damage by Fire
90 Sherman St.	0	0	N/A	N/A	N/A	N/A
92 Sherman St.	0	0	N/A	N/A	N/A	N/A
94 Sherman St.	0	0	N/A	0	0	N/A
96 Sherman St.	0	0	N/A	N/A	N/A	N/A
72 Sherman St.	0	0	N/A	N/A	N/A	N/A
90 Girard Ave.	0	0	N/A	N/A	N/A	N/A
92 Girard Ave.	0	0	N/A	N/A	N/A	N/A
70 Lorraine St.	0	0	N/A	N/A	N/A	N/A

Note: No fires occurred in office buildings. Fire Department responded to the 7/3/13 94 Sherman grease fire and determined that students were trained well, all proper steps were taken, and there were no violations on the property. A dated fire log is maintained on a 24-hour basis in the office of the Director of Administration & Facilities and is available for perusal with 24-hours notice.

Fire safety is addressed during student orientations and is incorporated into our Emergency Preparedness and Response plan. Security/fire alarm systems are tested once yearly by the monitoring security company, smoke alarms are maintained internally, and fire extinguishers are tested annually by an extinguisher company.

#### ***For all fire-related emergencies in campus offices and classrooms:***

Activate the nearest fire alarm IF it is on your way to exit

Keep room doors unlocked

Always close the door behind you before exiting

Walk quickly to the nearest accessible exit and leave the building (see emergency exit diagrams in each housing unit, classroom and at elevators)

**If there is smoke, crawl close to floor** to avoid inhaling smoke

Move away from the building to a designated rallying location

Notify RA and staff members of missing persons after exiting (i.e., classmates, professor)

Do not return to the building until instructed to do so by a Seminary official

### **77 Sherman Street (White Building)**

The fire alarm at 77 Sherman Street is monitored by Monitor Controls, and it is connected to the fire department. When it sounds, it is a warning to evacuate the premises. There are evacuation diagrams posted in each classroom and in hallways near elevators. The fire department will be alerted by Monitor Controls, our alarm company (888-269-3591.) The panel outside the first floor rest rooms controls the fire alarms. A red light indicates location of problem. If false alarm, main switch at top left of panel can be pressed down to deactivate the sound.

The red fire alarm pulls are located outside restrooms on each floor as well as in various rooms throughout the building. If one is pulled by accident, the key that is on the fire panel will work to open the pull and you can then replace the white plastic bar that has been snapped (new one is stored inside alarm) in order to reset. The fire stairwell exit to the south side of the building should be used for exiting floors as some of the others lead to balconies without stairs.

**(PERSONS WITH DISABILITIES SHOULD USE THE ELEVATOR WHEN POSSIBLE, UNLESS THERE IS A FIRE OR POWER FAILURE. THEY SHOULD ALSO HAVE A CONTINGENCY PLAN WITH TWO VOLUNTEERS TO ASSIST WITH EVACUATION SHOULD THE ELEVATOR FAIL. IF UNABLE TO ESCAPE BY ELEVATOR, GO TO AN EXTERIOR SAFE REFUGE BALCONY AND SIGNAL FOR HELP)**

A fire extinguisher is located in the kitchen cabinet next to refrigerator. In addition, fire hoses and extinguishers are located in the main stairwell on each level. (See all locations on pages 12-14.)

### **80 Sherman Street (HIRR)**

The fire alarm at 80 Sherman Street is monitored by Monitor Controls, and it is connected to the fire department. When it sounds, it is a warning to evacuate the premises. The fire department will be alerted by Monitor Controls, our alarm company (888-269-3591). The second floor offices should evacuate by the rear hallway fire escape. Those on the first floor can exit by the rear door, as the hallway leading to it is fire-rated.

**(PERSONS WITH DISABILITIES MUST EXIT BY THE REAR DOOR AS THE EXTERIOR HANDICAP RAMP IS OFF OF THAT DOOR -- DO NOT EXIT THROUGH THE FRENCH DOORS IN LIVING ROOM).**

Fire extinguishers at 80 Sherman are located in the following areas:

- 3rd floor -- top of stairwell
- 2nd floor -- hallway by rear fire escape
- 1st floor -- kitchen wall & rear entrance

### **76 Sherman Street (WLI)**

The fire alarm at 76 Sherman Street is monitored by Monitor Controls, and it is connected to the fire department. When it sounds, it is a warning to evacuate the premises. The fire department will

be alerted by Monitor Controls, our alarm company (888-269-3591). Everyone should evacuate the building when the alarm sounds. Those in second floor offices or in the basement should leave by the interior fire stairwell which is fire-rated.

**(PERSONS WITH DISABILITIES MUST EXIT BY EITHER OF THE FRONT DOORS WHERE THE EXTERIOR RAMPS ARE.)**

Fire extinguishers are located at 76 Sherman in the following areas:

- 2<sup>nd</sup> floor -- hallway – first closet
- 1st floor -- kitchenette
- basement -- hallway connecting end rooms

### **60 Lorraine Street (Budd Interfaith Building)**

The fire alarm at 60 Lorraine is serviced by Electronics Unlimited (284-6876) and monitored by All American Monitoring (800-318-9486.) AAM will contact the fire department should the alarm sounds. When it sounds, all occupants should evacuate the building via the front or rear exits.

**(PERSONS WITH DISABILITIES MUST EXIT BY THE REAR DOOR NEXT TO THE COPY ROOM WHERE THE EXTERIOR RAMP IS.)**

Fire extinguishers are located at 60 Lorraine in the following areas:

- Janitor's Closet
- Kitchen
- Copy Room

### **Campus Housing**

For fire-related emergencies in on-campus housing, follow the instructions offered in orientation and in the housing handbook titled “Get Out and Stay Alive.” If you are unable to access a stairwell to leave, use the fire ladders that are provided on each floor, and roll them out of the emergency egress windows. When you have reached safety, find a phone and call 911. **As noted in housing handbooks, for the safety of our residential students, candles, smoking, fireplace use or other open flames, and alternative (unauthorized) means of heating or electrical appliances are strictly prohibited in our student housing units.**

Fire extinguishers are available and clearly labeled on each floor. These are to be used to exit a building or for a minor contained fire. Otherwise, students should waste no time in exiting the building immediately.

Units 72, 90, 92, 94 and 96 Sherman have “Sound Only” fire alarm systems that will wield a loud pitch notice for students to immediately exit the building when it detects smoke or fire. They also have appropriate smoke alarms throughout the units per code.

Units 70 Lorraine, 90, 92, 98, 100 Girard and 69 Sherman have appropriate smoke alarms that will wield a high pitch notice for students to immediately exit the building when it detects smoke as well.

Students must immediately exit their buildings before notifying authorities of the incident. Facilities personnel and alarm contractors test these units twice per year. However, problems with batteries or down systems should be reported to the Director of Administration and Facilities at 860-509-9501 immediately. Students and visitors are not permitted to tamper with any of the alarm features.

*Note: All fire extinguishers are checked by our facilities maintainer, and he provides training on their use to residential students and to staff as needed. Extinguishers are tested annually by Smith's Fire Extinguisher Company.*

## **FIRE PULLS, FIRE EXTINGUISHERS FOR 77 SHERMAN**

### **Basement:**

Fire pull at end of basement stairs (library end of building)  
 Fire pull opposite elevator door (storage end of building)

Fire extinguisher is in the fire hose cabinet at bottom of stairs to the right  
 Fire extinguisher is in the stacks at the right of the door leading to the elevator

### **First Floor:**

Fire pull behind student reading room door  
 Fire pull next to library exit door  
 Fire pull by first floor bathrooms  
 Fire pull in little room before chapel by closest door  
 Fire pulls (2) in meeting room next to double door entrances

Fire extinguishers are in the kitchen cabinet by refrigerator and in main stairwell fire extinguisher cabinet.

### **Second Floor:**

Fire pull at the beginning of the student lounge on the wall (opposite door to the IT Department)  
 Fire pull on balcony wall that is to your left after going through the double doors.  
 Fire pull on the right in the little alcove before you enter the restrooms.  
 Fire Pull in room 205 directly opposite door to entering classroom

Fire extinguishers are in the main stairwell fire extinguisher cabinet

### **Third Floor**

Fire pull by room 308  
 Fire pull in the alcove before you enter the restrooms.

*- Fire extinguishers are located at all stairwell levels -*

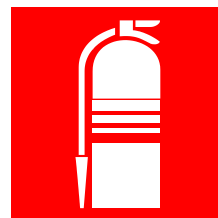
## **Locations of Fire Extinguishers in Four Office Buildings**

### **77 Sherman**

3 <sup>rd</sup> floor	–	main stairwell w/ fire hoses
2 <sup>nd</sup> floor	–	main stairwell w/ fire hoses
1 <sup>st</sup> floor	–	main stairwell w/ fire hoses
		kitchen cabinet by refrigerator
basement	–	fire hose cabinet at bottom of stairs to right;
	–	right of the door leading to the elevator

### **80 Sherman**

3 <sup>rd</sup> floor	--	top of stairwell
2 <sup>nd</sup> floor	--	hallway by rear fire escape



1st floor -- kitchen wall, rear entrance

### **76 Sherman**

2nd floor -- hallway storage closet  
1st floor -- kitchen cabinet  
basement -- hallway connecting end rooms

### **60 Lorraine**

1<sup>st</sup> floor -- janitor closet, kitchen, copy room  
Basement -- boiler room

## ***Emergency Notification***

Hartford Seminary endeavors to provide a safe and healthy environment to its students and staff to compliment an excellent educational experience. In compliance with Federal mandates, we provide this policy to outline our emergency notification procedures in case of significant campus emergencies or dangerous situations. Examples of immediate emergencies include extreme weather conditions including storms, hurricanes and tornados; gas leaks, earthquakes, armed intruders, bomb threats, terrorist incidences, explosions, fires, meningitis, norovirus or other serious illnesses.

**Students and staff are required to submit multiple methods of contacting them via land line & cell phone, text, e-mail, etc., to the Registrar. They must provide the name of their cell-phone carrier as well.**

In cases of extreme emergency or dangerous situations, Hartford Seminary will make every effort to notify the campus community. Students who have submitted their cell phone number, cell service provider and checked the "Text Me" flag on the Update Bio page in SONISWEB will be sent a text message alerting them to the situation if possible. Students are also encouraged to enter their emergency contact information into SONISWEB on the Emergency Contact page. Video tutorials on using SONISWEB can be found at: <http://hartsem.edu/pages/current-students/sonis-tut.aspx>.

Once the Seminary receives notice of and confirms an immediate or ongoing threat to the health and safety of students and employees on campus, without delay, the President, Interim Dean, Director of Administration and Facilities and the Registrar will determine and authorize notification to all staff and students on and off campus. If one or more of these administrators are not available, the others will make a decision as time is of the essence. The decision will take into account the possibility that the notification may compromise the efforts to assist victims or to contain and respond to the emergency before the decision is made. Those responsible for carrying out these actions are:

Joel Lohr, President  
David Grafton, Interim Academic Dean  
Rose Lezak, Director of Administration & Facilities  
Danielle LaVine, Registrar

Immediately upon approval, the Registrar will take the lead for sending out a mass notification to all students & staff via the Sonis Web system. Her office staff will serve as backup for this process. The Director of Administration & Facilities will coordinate alternate notifications to staff with the Director of Human Resources & Executive Assistant to the President. Depending on the



emergency, other methods of communication will include direct e-mail, Facebook postings, text messages, phone trees, public media announcements, postings on buildings, etc.

In early fall, 2018, Hartford Seminary is installing an upgraded VOIP telecommunications system that will allow all staff and student residents access to a campus-wide phone intercom with one-touch ability to notify everyone campus-wide of impending and immediate emergencies. In addition, enhanced entry door intercoms for our office buildings will provide an added level of security. More information will be added to this report once systems are up and running.

***The following supporting documents can be found on the Seminary's website:***

**Definitions of Emergency Situation Terminology**

“Get Out and Stay Alive” fire instructions

Campus Crime Report Form

Drugs & Alcohol – Where To Go for Help

Drug Use Penalties

Alcohol and Your Health

Warning Signs of Alcohol and Substance Abuse

Alcohol – Frequently Asked Questions

CT Alliance to End Sexual Violence

Statistics

Myths and Facts

Useful Links

“Not Where I live” for family Safety

“We Talk About Sexual Assault” Flyer

**Sexual Assault and Violence Definitions**

Park Smart Flyer

**RL 9/28/2018**