



# Dutchess Community College Emergency Action Guide 2023



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# ABOUT US

## Office of Campus Safety & Security

The Office of Campus Safety & Security is operational 24/7/365 from Room 110 in Orcutt Student Services Building and the security desk in Conklin Hall; and is staffed by sworn law enforcement professionals who have completed a New York State Department of Criminal Justice Services Basic Police Academy, campus guards, and contract security. The Office of Campus Safety & Security can be reached at 845-431-8070 / 8070 from any College phone, or by dialing 911 for emergencies.

The Office of Campus Safety & Security is responsible for providing support services and education to the College community including, but not limited to: enforcing the laws of New York State and the rules and policies of the College; emergency and critical incident response; victim and student support services; crime prevention, fire safety and emergency preparedness educational programming; safety escorts; lost and found; and assistance with special events.

The Office of Campus Safety & Security recognize the value of building relationships within the campus community and working collaboratively with other campus offices in order to provide safety services that are responsive to the needs of the campus community and make all members of the community feel safe, valued and supported.

## Partners in Safety and Emergency Preparedness

All campus community members play an integral role in keeping our campus safe. The Office of Campus Safety & Security rely heavily on community members to report crimes, concerns, suspicious behavior, and other safety-related issues to the Campus Safety & Security personnel in a timely manner. Timely reporting is critically important to our success in protecting the campus community.

An emergency is defined as any unforeseen situation that requires an immediate response to prevent or mitigate the loss of life or property. Knowledgeable and prepared campus community members are key to helping the College deal with emergencies successfully. Publication of this guide, as well as ongoing emergency readiness and response planning and outreach, is fundamental to providing our community members with the basic skills and knowledge to keep themselves, and their coworkers, safe during an emergency.

**EMERGENCY SERVICES**  
**TO REPORT AN EMERGENCY**  
CALL **911** FROM ANY CAMPUS PHONE  
CALL **911** FROM ANY CELL PHONE

**OUTDOOR BLUE LIGHT PHONES** or  
**INDOOR DESIGNATED EMERGENCY PHONES**  
can be used to report any incident to the DCC Safety & Security Office.  
Just press the call button.

In case of **FIRE** activate the nearest **FIRE ALARM PULL STATION**, evacuate the building immediately, and call to report the emergency.

# REPORTING PROCEDURES

**Main Campus Dutchess Community College**  
**53 Pendell Road Poughkeepsie, NY 12601**  
**845-431-8070**

All incidents of concern, crimes, safety-related issues or emergencies on DCC main campus, or immediately surrounding the campus, should be reported to the City of Poughkeepsie Police without delay. The Police Dept. can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Calling 911 from any cellular phone or College Landline phone will connect you with Dutchess County 911 Center. The Office of Campus Security and Safety will also be notified to your emergency.

### **Emergency Contact Information:**

**Campus Safety & Security: 845-431-8070**  
**8070 from any College phone**  
**Dial 911 for emergencies**  
**Town of Poughkeepsie Police: 845-485-3666**

**DCC @ Fishkill**  
**461 Rt. 9 Fishkill, NY 12524**  
**845-790-3619**

All incidents of concern, crimes, safety-related issues or emergencies on DCC @ Fishkill campus, or immediately surrounding the campus, should be reported to the City of Poughkeepsie Police without delay. The Police Dept. can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Secondary notification should be made to the Office of Campus Safety & Security.

### **Emergency Contact Information:**

**Campus Safety & Security: 845-431-8070**  
**8070 from any College phone**  
**Dial 911 for emergencies**  
**Town of Fishkill Police: 845-831-1110**

**DCC @ Hudson Valley Regional Airport**  
**237 New Hackensack Rd**  
**Wappingers Falls, NY 12590**  
**845-337-1659**

All incidents of concern, crimes, safety-related issues or emergencies on DCC @ Hudson Valley Regional Airport campus, or immediately surrounding the campus, should be reported to the Dutchess County Sherriff's Office without delay. The Sherriff's Office can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Secondary notification should be made to the Office of Campus Safety & Security.

### **Emergency Contact Information:**

**Campus Safety & Security: 845-431-8070**  
**8070 from any College phone**  
**Dial 911 for emergencies**  
**Dutchess County Sherriff Office 845-486-3800**

**DCC @ Family Partnership Center**  
**29 N Hamilton Street 3<sup>rd</sup> Floor**  
**Poughkeepsie, NY 12601**  
**845-791-3589**

All incidents of concern, crimes, safety-related issues or emergencies on DCC @ Family Partnership Center campus, or immediately surrounding the campus, should be reported to the City of Poughkeepsie Police without delay. The Police Dept. can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Secondary notification should be made to the Office of Campus Safety & Security.

### **Emergency Contact Information:**

**Campus Safety & Security: 845-431-8070**  
**8070 from any College phone**  
**Dial 911 for emergencies**  
**City of Poughkeepsie Police 845-451-4000**

This guide provides basic information for dealing with emergencies on campus.  
Print it and keep a copy readily available. Review it from time to time.  
Have a Plan in place **BEFORE** an emergency occurs.

## Dutchess Community College Campus Response and Information Services

**EMERGENCIES**.....from campus or cell phone **911**

**DCC Office of Campus Safety**..... from campus phone 8070 from cell phone **845-431-8070**

**DCC Counseling (on campus)** ..... from campus phone 8040 from cell phone **845-431-8040**

Register at ***dutchesscounseling.com*** to access mental health services two ways:  
 TalkNow: 24/7 on-demand access to a mental health professional to talk about anything.  
 Scheduled counseling: set up an appointment to speak to a licensed counselor.

**DCC Health Office**..... from campus phone 8075 from cell phone **845-431-8075**

**DCC Emergency Management**..... from campus phone 8072, 8070 from cell phone **845-431-8072 ; 845-431-8070**

### Off Campus Resources

<b>Child Abuse Hotline</b> 800-342-3720	<b>Flu Hotline</b> 845-486-3435
<b>Child Abuse Hotline for Mandated Services</b> 800-635-1522	<b>HIV Counseling/Testing</b> 845-486-3438
<b>County Attorney’s Office</b> 845-486-2110	<b>Legal Services of the Hudson Valley</b> 845-471-0058
<b>Crime Victims Assistance 24-Hours</b> 845-452-2100	<b>Mid-Hudson Regional Westchester Medical Center Network</b> 845-483-5000
<b>Dating/Domestic Violence 24-Hours</b> 845-485-5550	<b>Planned Parenthood</b> 845-471-1540
<b>Dutchess County Health Department</b> 845-486-3400	<b>Suicide Crisis Counseling 24-Hours</b> 845-485-9700
<b>Dutchess County Mental Hygiene</b> 845-485-9700	<b>Rape Crisis Hotline 24-Hours</b> 845-452-7272
<b>Family Services</b> 845-452-1110	<b>Vassar Brother’s Medical Center</b> 845-454-8500

### Non-Emergency Law Enforcement Numbers

<b>District Attorney’s Office</b> 845-486-2300	<b>Poughkeepsie, City Police</b> 845-451-4000
<b>Dutchess County Sherriff</b> 845-486-3800	<b>Poughkeepsie, Town Police</b> 845-485-3666
<b>Hyde Park Police</b> 845-229-9340	<b>Fishkill, Town Police</b> 845-831-1110
<b>NY State Police, Poughkeepsie</b> 845-677-7300	<b>Probation, Dutchess County</b> 845-486-2600

**WHEN REPORTING AN EMERGENCY, BE PREPARED TO GIVE:**

- Location of the emergency – building address, room, directions.
- Type and severity of the emergency.
  - Fire, smoke, explosion – Type and size.
  - Medical – Type of illness, injury, cause, number of patients.
  - Police – Type of crime, description of suspects and direction of travel.
  - Hazardous Material – Materials involved, quantity, hazards and injuries.
- When the incident occurred.
- Your name, location, and phone number so responders can find you.

**When calling 911 for an emergency, you must provide the building address  
DCC Main Campus, Poughkeepsie, NY 12601 911 Addresses**

<b>Buildings</b>	<b>Addresses</b>
<i>Bowne Hall</i>	39 Pine Grove Path
<i>CBI</i>	38 Gallery Circle
<i>Conklin Hall</i>	91 Cottage Road
<i>LG Daycare</i>	6 Pine Grove Path
<i>D-Lot Storage</i>	85 Cottage Road
<i>Drumlin Hall</i>	47 Gallery Circle
<i>Dutchess Hall</i>	48 Gallery Circle
<i>Falcon Hall</i>	50 Mascot Drive
<i>Hudson Hall</i>	141 Creek Road
<i>North Annex (Warehouse)</i>	80 Mascot Drive
<i>Physical Plant</i>	79 Mascot Drive
<i>Pump House</i>	2 Pine Grove Path
<i>SSB. (Orcutt)</i>	29 Pillar Lane
<i>Taconic Hall</i>	19 Pillar Lane
<i>Washington Center</i>	37 Gallery Circle
<i>A-Lot</i>	30 Mascot Drive
<i>B-Lot</i>	129 Creek Road
<i>C-Lot</i>	9 Gallery Circle
<i>D-Lot</i>	95 Cottage Road
<i>E-Lot</i>	140 Creek Road
<i>F-Lot</i>	2 Pillar Lane
<i>Baseball Field</i>	81 Cottage Road
<i>Softball Field</i>	79 Cottage Road
<i>Tennis Courts</i>	70 Mascot Drive
<b>DCC @ Fishkill</b>	461 Rt. 9 Fishkill, NY 12524
<b>DCC @ Hudson Valley Regional Airport</b>	237 New Hackensack Rd, Wappingers Falls, NY 12590
<b>DCC @ Family Partnership Center</b>	29 N Hamilton St, 3rd Floor Poughkeepsie, NY 12601

# MASS NOTIFICATION

Office of Campus Safety & Security personnel are responsible for protecting life and property on campus, and ensuring the health and safety of all campus community members. To achieve this goal, Safety and Security personnel, along with members of the College's Emergency Response Team, will provide the campus community with timely notification regarding any situation on campus, or in the immediate vicinity of the campus, that poses an immediate or ongoing threat to the health and safety of campus community members.

## Emergency Alert Notification

In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of members of the campus community an Emergency Alert Notification (EAN) will be made.

- An EAN may consist of any combination of PA announcement, siren, strobes, emergency text alert, and/or email.
- The Office of Campus Safety & Security will broadcast emergency messages through speakers and Cisco VOIP telephones, which are located across the campuses.
- Mass notification messages may include specific hazard / threat information, and specific procedures to follow, such as "Run, Hide, Fight", "Shelter in Place", or "The threat has been resolved".
- If you hear a broadcast, alert others in your immediate vicinity and take action.
- As appropriate, an EAN may be targeted at only a segment of the campus community that is at risk, and the method and content of the notification will be dictated by the circumstances surrounding the threat to the campus community.
- An EAN will be made without delay unless making a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

SUNY NY-Alert allows SUNY Campuses to warn students, employees, visitors, and parents of an impending emergency and provide timely information to protect lives and minimize campus disruption. Messages can be received via cell phone (text and/or voice), telephone, email, and fax.

Participants will need to sign up to receive notification alerts, and choose the formats for receiving messages by signing up on

**MyDCC website [SIGN UP FOR NY-ALERT](#)**

# EMERGENCY PROCEDURES

## EVACUATION

One message you may receive by Emergency Alert Notification is to evacuate. To evacuate is to leave an area or building that is, or is about to be, negatively affected and move to a safe area. Evacuation requires all community members to exit a building or area, and in some instances, the campus.

## Conditions That May Require Evacuation

- Fire or explosion
- Hazardous materials / environmental contaminants
- Bomb threat
- Impending severe weather (lightning, tornado, high winds)
- Water supply failure or damage / dangerous condition within a building

## Required Evacuation

Evacuation is required when:

- Any time the fire alarm sounds, or
- An evacuation announcement is made, or
- A College official orders you to evacuate.

## Evacuation Guidelines

In the event of an evacuation:

- Alert those around you who may not have heard.
- Turn off equipment.
- Quickly take your keys, jackets, and any personal items with you, you may not have access to them for hours.
- Close doors and windows. Do **NOT** lock doors. Leave room lights on.
- Remain calm and walk to nearest exit. Do **NOT** use elevators.
- Do **NOT** run, evacuation must be quick and orderly.
- Do **NOT** walk and text on cellphones.
- If safe to do so, assist people with special needs/ disabilities. Contact the Office of Campus Safety & Security at **845-431-8070** / 8070 or 911 for assistance if you encounter any individual who is unable to evacuate for any reason.
- Once outside, move to a designated assembly point at least 100 feet from the building or another safe location as conditions dictate. Be sure to allow room for first responder vehicles to access the scene.
- Listen for further instructions from first responders, the Mass Notification system and/or watch for emergency mobile alerts (text and email).
- Report directly to your designated Assembly Area. **Refer to Building Evacuation Areas on page 7 of this document.**
- Do **NOT** re-enter until given the "All Clear" signal by emergency personnel.



## Evacuation Guidelines for Persons with Limited Mobility or Disabilities

If you are unable to leave the building due to restricted mobility or other disability:

- Go to the nearest **Emergency Refuge Area** where there are no hazards. Often this is the nearest stairwell.
- One person may remain with you if they wish to assist you.
- Remain calm and do **NOT** use the elevators.
- Emergency Refuge Areas are marked and are equipped with an emergency telephone.
- The emergency telephone consists of a lighted button and directly calls Office of Campus Safety & Security.
- You can call the Office of Campus Safety & Security from your cell phone at **845-431-8070**.
- Be sure to give your exact location so they can send help to you. The location is marked on the Emergency Refuge Area sign.

If unsafe to assemble in **Emergency Refuge Area:**

- Move to the nearest window, signal for help and call Office of Campus Safety & Security at **845-431-8070** or **911** as appropriate to the situation.
- Trained personnel will report to these designated assembly areas and provide appropriate evacuation assistance by elevator (if safe), evacuation chair, or carry technique. At no time may an elevator be used during an emergency, except under direction of first responders.
- Do **NOT** re-enter until the “all clear” signal by emergency personnel.

## Preparedness Planning

- Take note of the exit routes you may need in the buildings that you occupy.
- Familiarize yourself with the Emergency Refuge Areas.
- If you use assistive devices for emergency notification (i.e., additional visual or audio equipment) ensure they are in good working order and you are encouraged to contact the Office of

Campus Safety & Security at 8070, or 845-431-8070 in order to create an individualized emergency evacuation plan.

- Staff and faculty who, due to restricted mobility or disability, require assistance evacuating during an emergency are encouraged to proactively contact the Office of Campus Safety & Security at 8070, or 845-431-8070 in order to create an individualized emergency evacuation plan.
- Students who, due to restricted mobility or disability, may require assistance evacuating during an emergency are encouraged to contact:
  - The Office of Campus Safety & Security at 8070, or 845-431-8070 in order to create an individualized emergency evacuation plan.
  - Conklin Hall Residents should call Conklin Hall Staff at 3676, or Conklin Hall Security Desk at 3677 in order to create an individualized emergency evacuation plan.

## BUILDING EVACUATION ASSEMBLY AREAS

The evacuation assembly areas for each building are at least 100-feet from each building, typically in the nearest parking lot.

Diagrams for each building on the DCC Campus are located on **MyDCC website / Emergency Services Building Evacuation Assembly Areas**

Emergency Services

TO REPORT AN EMERGENCY

CALL **911** FROM ANY CAMPUS PHONE

CALL **911** FROM CELL PHONES

OUTDOOR BLUE LIGHT PHONES or INDOOR DESIGNATED EMERGENCY PHONES can be used to report any incident to the DCC Safety & Security Office. Just press the call button.

In case of FIRE activate the nearest FIRE ALARM PULL STATION, evacuate the building immediately, and call to report the emergency.

[Building Evacuation Assembly Areas](#)

[Click here for Emergency Procedures and Additional Information.](#)

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[SIGN UP FOR NY-ALERT](#)

## OTHER CAMPUS DESIGNATED EVACUATION ASSEMBLY AREAS

**DCC @ Fishkill**.....Parking lot outside main entrance.  
**DCC @ HV Airport**....Parking lot outside main entrance.  
**DCC @ Family Partnership Center**...Parking lot across the Street in the parking lot outside main entrance.



## SHELTER-IN-PLACE

One message you may receive by Emergency Alert Notification is to shelter-in-place. Sheltering-in-place is used when there isn't time to evacuate or when certain conditions render it unsafe to do so. Sheltering-in-place means to remain in, or immediately move to the nearest building, and await further instructions. Moreover, certain shelter-in-place emergencies, such as an active shooter incident or severe weather, may require you to seek shelter locations within a building that are able to be secured, have no/minimal windows, or are located in an internal space away from exterior walls.

### Conditions That May Require Sheltering-in-Place

- Hazardous materials incident (outdoors)
  - Severe weather (lightning, tornado, high winds)
  - Active threat situation
  - Hostage situation
  - Hostile or violent intruder
  - Road, traffic, and/or transportation shutdown
  - Infectious disease outbreak / isolation effort
- Shelter-in-Place Guidelines
- Stop what you are doing immediately.

- If safe to do so, collect any emergency shelter-in-place supplies, such as a cellphone, charging cables, water, and medication(s).
- If you are outdoors, proceed into the closest and safest building or seek a place of cover.
- Take immediate shelter indoors and isolate yourself away from the threat.
- Locate an interior room without windows or with the least number of windows.
- If there is a large group of people, several rooms may be necessary.
- Shut and lock and/or barricade doors.
- Turn off lights and silence cellphones.
- Stay low, away from the door and windows.
- Once sheltered-in-place, should a fire alarm sound, do not evacuate unless:
  - You have first-hand knowledge of a fire in the building.
  - You have been advised to evacuate by a reliable source, such as first responders, the Mass Notification system or emergency mobile alerts (text and email).
  - You observe an imminent danger in your immediate area.
- Await further instructions from first responders, the Mass Notification PA system and/or watch for emergency mobile alerts (text and email).



- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1 Allyn J. Washington Center for Science and Art (Art Gallery)</li> <li>2 Bowne Hall</li> <li>3 Center for Business and Industry</li> <li>4 Conklin Hall (Student Housing)</li> <li>5 Drumlin Hall (Dining)</li> <li>6 Dutchess Hall (Bookstore, Student Lounge, Theatre)</li> </ul> | <ul style="list-style-type: none"> <li>7 Falcon Hall (Gymnasium)</li> <li>8 Hudson Hall (Library)</li> <li>9 Louis Greenspan Day Care Center</li> <li>10 Orcutt Student Services Center (Admissions, Financial Aid, Registration, Student Accounts)</li> <li>11 Taconic Hall</li> </ul> |
|---|---|

- Parking
- Parking for Persons with Disabilities
- Blue Light Emergency Phones

Proved to be a smoke- and tobacco- free campus.

**DUTCHESS**  
COMMUNITY COLLEGE

# TYPES OF EMERGENCIES

## ACTIVE SHOOTER INCIDENT

An active shooter incident is defined as one or more persons, armed with a deadly weapon, actively engaged in killing or attempting to kill people in a confined or populated area. In most cases, the deadly weapon is a firearm(s), and there is no pattern or method to the selection of victims.

These situations are dynamic and evolve rapidly, demanding structured pre-incident planning/preparedness and immediate deployment of law enforcement resources to stop the threat and mitigate casualties. This section provides guidance on what to do if you find yourself in an active shooter situation and describes what to expect from responding police officers.

### Mass Notification

The Office of Campus Safety and Security will broadcast emergency messages through speakers and Cisco VOIP telephone. Which are located across the DCC Campuses. If you hear a broadcast, alert others in your immediate vicinity and take action.

In general, how you respond to an active shooter threat will be dictated by your immediate workplace surroundings and the specific circumstances of the encounter. If you find yourself involved in an active threat situation, try to remain calm and use the following guidelines to help you plan a strategy for survival:

### **RUN (avoid & evacuate):**

- If you decide to run during an active shooter situation, make sure you have an escape route and plan in mind.
- Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Evacuate whether others agree or not.
- Help others escape if possible.
- Prevent others from entering the area
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Meet at predetermined area, do not leave campus.
- **Call 911 when you are safe.**

*If you are unable to evacuate due to limited mobility or disability, move to the nearest shelter-in-place location and hide.*

### **HIDE (shelter-in-place/lockdown):**

- If an active shooter is inside your building or close to your workplace, you should immediately hide and lock or blockade the door.
- Close and lock all the windows and doors, and turn off all the lights.
- Silence your cell phone.
- Turn off radios or televisions.
- Hide behind large objects.
- Remain very quiet.
- Be ready to fight, if necessary.
- If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- If safe to do so, one person in the room should call 911 and advise the dispatcher of what is taking place, and inform them of your location.
- Remain on the line with the dispatcher, ensure phone is silenced.
- Remain in your hiding place until the police give the “all clear”.
- Notification that you may exit your hiding place may be given via the Mass Notification system or by direct law enforcement verbal direction.
- Unfamiliar voices may be the active shooter offender attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter offender enters your office, classroom, or on-campus residence, try to remain calm. Call 911, if possible, and alert the dispatcher to the threat location; if you can't speak, leave the line open, so the dispatcher can listen to what's taking place.

### **FIGHT (head & hands):**

- If there is no opportunity for running or hiding, attempting to incapacitate or overpower the active shooter offender with force should be considered a very last resort.
- If there is more than one person engaged in fighting, all must work together as a team and with conviction.
- It is best to focus your efforts on the offender's head and hands in order to most effectively incapacitate and/or manipulate the offender's ability to use his or her weapon effectively.
- Improvise weapons and/or throw items.
- Act with physical aggression, yelling at shooter while fighting.

If the active threat offender leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the offender.

## What to Expect from Responding Law Enforcement Officers:

Law enforcement officers responding to the active shooter incident will be focused on responding to the shooter(s) location as quickly as possible in order to eliminate the threat.

- Follow the instructions of any police officers you may encounter.
- Do not run at or cling to officers.
- Put down any bags or packages you may be carrying and keep your hands visible at all times. Do not make any quick movements with your hands and keep them empty.
- Remain calm, avoid screaming, and do not expect officers to be able to assist you, or anyone who is wounded.
- Quickly provide officers with any useful information about the offender(s), such as number of offenders, physical descriptors, weapon type(s), and location.
- Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point(s) authorities designate.

## ANIMAL INCIDENT

Other than working service dogs

- Do not engage with wild animals.
- Isolate the animal in a room by closing doors behind it and keeping people away.
- Call the Office of Campus Safety and Security at 8070, or 845-431-8070.

If you are unable to isolate the animal:

- Call the Office of Campus Safety and Security at 8070, or 845-431-8070.
- If an animal has bitten, scratched, or had direct contact with a person, call the Office of Campus Safety and Security at 8070, or 845-431-8070 as soon as possible.

If you see an animal wandering loose on campus:

- Call the Office of Campus Safety and Security at 8070, or 845-431-8070.

## BOMB THREATS OR SUSPICIOUS UNATTENDED ITEMS

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

- Remain calm and obtain as much information as possible.
- Do not put the caller on hold.
- Do not attempt to transfer the call.
- The person taking the call should immediately notify another staff person in the office, preferably while the

caller is still on the line. This individual should contact Office of Campus Safety & Security immediately.

If you receive a bomb threat by email, or any other means:

- **From a safe distance, immediately notify Dutchess County 911 or DCC Office of Campus Safety & Security at 8070, using a Blue Light Phone, or dialing 845-431-8070.**
- Report the time, location, and content of the threat, as well as your location and phone number.
- Stay on the line with the dispatcher until the dispatcher terminated the phone call.
- Take no other action unless directed by a DCC Security Officer or Law Enforcement.
- Do **NOT** create a panic situation.
- Take a quick visual look around your area for any suspicious object(s). Do **NOT** touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.
- Do **NOT** initiate an evacuation by activating the fire alarm.

### Bomb Threat Checklist Below:

- If you are able to, try to get the name of the caller.
- Record date and time of call; man or woman.
- Record phone number (if Caller ID is available)
- What did the caller say?

### Ask:

- When is it going to explode?
- Where is it located?
- What kind of bomb device is it?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb? When? Why?
- What is your name, where are you calling from?

### Write down information about the caller:

- Approximate age?
- Unusual speech traits?
- Tone of voice and attitude?
- Foreign or regional accent?
- Diction?
- Background noise?
- Any other significant information

If the threat was delivered or left in your area, try to recall a description of the deliverer or any suspicious person(s) in the area.

Do **NOT** initiate an evacuation by activating the fire alarm.

If a suspicious package is discovered on campus the individual making the discovery should first

move to a safe location, then contact Office of Campus Safety & Security at **845-431-8070** / 8070 or 911 and provide as much information as possible. Refer also to the **SUSPICIOUS MAIL OR PACKAGES** section of this document in this guide.

## CRIME

**CALL 911** to report a crime in progress or for past criminal behavior.

Do **NOT** approach or attempt to apprehend the person(s) involved.

- Take only actions necessary for self-defense.
- If you are safe, stay where you are until security or police arrive. Otherwise, try to move to a safe location.

Report as much information as possible including:

- Type of crime.
- Descriptions of persons involved: height, weight, sex, clothing, and any weapons.
- Location of crime.
- Direction of travel.
- Vehicle description, including color, year, make, model, and license plate number.

Call the Office of Campus Safety and Security at 8070, or **845-431-8070** to report non-emergency criminal activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc.

See something? Say something! Report suspicious activity to the Office of Campus Safety and Security at 8070, or **845-431-8070**, or by using a **blue light emergency phone**.

## EARTHQUAKE

Earthquakes are rare in our area but knowing what to do may save your life.

### **DROP, COVER, and HOLD ON**

Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### **If Indoors**

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms. and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture, or other unsecured objects.

- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Avoid doorways. Many doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops. Do not exit a building during the shaking.
- Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Do **NOT** use the elevators.
- Be aware that the electricity may go out. Know how to move around in the dark with objects that have shifted and fallen. Sprinklers or fire alarms may turn on.

#### **If Outdoors**

- Stay outdoors and move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

#### **If in a Moving Vehicle**

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- Expect aftershocks.

#### **If Trapped Under Debris**

- Use **TEXT** feature on cell phones. More likely to get info in/out with overloaded cell systems. Dutchess County 911 accepts texts.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available.
- Do **NOT** light a match, lighter, flare or other open flame.
- Do **NOT** move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Minimize shouting. Shouting can cause you to inhale dangerous amounts of dust.
- Stay calm, be aware of your surroundings and the potential for additional hazards (i.e., unstable structures, walking surfaces, and roadways; power outages, fires, and leaking pipes).

## ELEVATOR EMERGENCY

If you find yourself in a stalled elevator:

- Do not try to exit the elevator car.

- Use the emergency telephone in the elevator to call for help or call 845-431-8070 from a cell phone or bang on the doors and shout for assistance.
- Do not try to force the doors open or exit the car.
- Wait for trained personnel to assist you from the elevator.

- Electrical outage
- Heating or air-conditioning failure
- Building flooding
- Water leaks

In case of electrical emergencies, Do **NOT** touch equipment that is smoking, sparking, tripping circuit breakers or giving electrical shocks.

Telephone or computer network failure – call your unit’s network administrator or Technology Help Desk at 4357, or 845-431-4357.

## **FIRE, SMOKE, EXPLOSION, AND HAZARDOUS MATERIAL INCIDENT**

In the event of a fire or hazardous materials emergency within a campus building, it is necessary for the safety of all occupants to evacuate, without exceptions.

A fire or hazardous materials emergency may exist whenever the following occurs:

- A building fire alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus.
- The presence of smoke or the odor of burning.
- An uncontrolled release of combustible or toxic gas or other hazardous material, or flammable liquid spill.

### **In the event of fire, smoke, or an explosion:**

- Alert those around you to the hazard.
- Evacuate the room, closing doors behind you as you leave. Do **NOT** Lock doors.
- Manually activate the fire alarm system as you exit the building.
- Exit and move away from the building- **DO NOT USE ELEVATORS.**
- If you encounter smoke, stay low and if necessary use your secondary escape route.
- Proceed to designated Evacuation Assembly Area for that building.
- Call 911 from a safe location. Tell the dispatcher:
  - Name of the building
  - Location of the fire
  - Description of the fire
- ALL fires must be reported to the DCC Office of Campus Safety & Security 8070 / **845-431-8070**, including those that have been extinguished.

### **If your clothing is on fire**

- **Stop - Drop** to the ground or floor and **Roll** to smother flames.
- Smother flames using a fire blanket.
- Drench with water from a safety shower or other source.

If you hear someone calling for help from a stalled elevator car:

- Call the Office of Campus Safety and Security at **845-431-8070** or use a building emergency phone.
- Reassure the persons in the car that you have reported the problem and help is on the way.
- Do NOT attempt to open the elevator doors.

Do **NOT** enter an elevator being repaired.

**Do NOT attempt to retrieve keys or items that have fallen below the elevator. Call the Office of Campus Safety and Security at 845-431-8070.**

## **FACILITY OR UTILITY PROBLEM**

Evacuate the building and call 8070, or **845-431-8070** from cell phone in cases of:

- Fire
- Smoke
- Explosion
- Structural damage or collapse
- Odor of Gas (Do **NOT** pull fire alarm)
- Uncontrolled gas leak
- Uncontrolled chemical or hazardous material spill.
- Call 8070, or **845-431-8070** from cell phones and follow Dispatcher and Responder in cases of:
  - Unknown odors
  - Hazardous conditions
  - Activated residence hall room smoke detectors
  - Persons trapped in elevators

Call the Physical Plant at 8650 or 845-431-8650 for **Non-Resident Hall** problems such as:

- Electrical outage
- Heating or air-conditioning failure
- Building flooding
- Water leaks

If the problem occurs on campus between 5pm and 8am, or on weekends or holidays, Call the Office of Campus Safety and Security at **845-431-8070**.

For **Resident Hall** problems, call **Conklin Hall Staff at 3676, or Conklin Hall Security Desk at 3677** to report problems such as:

- Call 911 for medical assistance

**If you are trapped in a building, and cannot make it to the nearest refuge area (usually the nearest stairwell)**

- If possible, take shelter in a room with an outside window.
- Close all doors and windows.
- Use clothing, towels, or paper to block around the door or over vents to keep smoke out.
- Stay low in, smoke.
- Call 911 from cell phones or campus phones to report your location.
- Signal to rescuers and people outside the building by waving clothing and other light-colored objects. Stay where rescuers can see you.
- Remain calm, stay low, and be patient.

**Fire Extinguishers**

- Call 911 from cell phones from campus phones to report the fire.
- If you have been trained and it is safe to do so, you may use one extinguisher to attempt to extinguish the fire.
- Only attempt to extinguish small fires.
- Make sure you have a clear escape path.
- If you have not been trained to use a fire extinguisher you must EVACUATE immediately.

**Hazardous Materials**

For hazardous material spills or incidents requiring training, procedures, or personal protective equipment beyond the abilities of the personnel present, take the following actions:

- Alert others in the immediate area and evacuate the room.
- If building evacuation is needed then manually activate the building fire alarm.
- Close doors as you leave the room.
- Call 911 from a safe location and provide the following information:
  - Your name, telephone number, and building 911 address; refer to page 5 of this document.
  - Location of the spill
  - Name and quantity of material spilled (if known)
    - Any injuries or personal contamination
- Use eyewash or safety showers as needed to wash spilled chemicals off your body.
- Flush the affected areas with copious amounts of water for at least 15 minutes.
- Call **911** and Office of Campus Safety & Security 8070 / or **845-431-8010** to report hazardous materials spills and personal contamination.
- Safety Data Sheets (SOS) for chemicals located on the DCC Campus are available on the **MyDCC website / [Safety Data Sheet E-Library](#)**

- Chemical Hygiene Plan is available on the MyDCC website / [Chemical Hygiene Plan](#)
- If you are contaminated do not spread the material or contaminate others. Tell responders you have the material on you.

**GAS ODOR OR LEAK**

If an odor of natural gas:

- STOP** what you are doing. Go outside immediately.
- Don't** light a match or use open flame.
- Don't** turn on lights or a flashlight.
- Don't** use cell phone or electronic devices.
- Don't** flush or run water.

Verbally alert others in the immediate area and evacuate to the outdoors.

**DO NOT** activate the building fire alarm. Fire alarms may not be intrinsically safe.

Call **911 from a safe location** and provide the following information:

- Your name, telephone number, and location
- Location of the suspected leak
- Any suspected injuries related to gas leak

**HOSTAGE SITUATION**

**If you hear or see a hostage situation:**

- Immediately remove yourself from any danger.
- Immediately notify Office of Campus Safety & Security by calling **845-431-8070 / 8070** or 911.
- Be prepared to provide the following information, if deemed safe to do so:
  - Location and room number of the incident.
  - Physical description and names of perpetrators, if known.
  - Number of possible hostages.
  - Any weapons the perpetrators may have.
  - Your name, phone number, and your location.

**If you are taken hostage:**

- Remain calm, be polite and cooperate with the perpetrators.
- Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive in hostage situations.
- Speak normally. Do not complain, avoid being belligerent, and comply with orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the perpetrators and try to remember their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.

- Try to establish a relationship with the perpetrator and get to know them.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

## SERIOUS INJURY/ILLNESS

A medical emergency may exist for many reasons including trauma, alcohol, or other drug overdose, serious mental health issues, or medical conditions like diabetes or cardiac arrest.

If you are a witness to someone experiencing a serious injury or medical emergency **CALL 911!**

- **Call Office of Campus Safety & Security immediately by dialing 911, or have someone call for you. If someone else calls, have the person report back to you to verify they have called 911.**
- Do **NOT** move the person unless they are in immediate danger.
- Provide first aid until help arrives if you have appropriate training and equipment. If the victim is conscious and alert, be sure to obtain consent from the victim before providing first aid.
- Reassure the person that help is on the way.
- Send someone outside to escort first responders to the appropriate location.
- If an Automatic Electric Defibrillator (AED) is needed because a person has no pulse and is unresponsive, turn the device on, and follow the audio prompts.
- A naloxone kit or a Narcan Kit is a rescue kit to be used in case of an overdose emergency. Narcan Kits are available at the Office of Campus Safety & Security if a drug overdose is suspected.

## CARDIAC ARREST / HEART ATTACK

*Know the signs:*

- Chest discomfort: most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- Discomfort in other areas of the upper body. Symptoms can include pain or discomfort in one or both arms, the back, the neck, jaw or stomach.
- Shortness of breath with or without chest discomfort.
- Other signs may include: breaking out in a cold sweat, nausea, or lightheadedness.

**CALL 911 and send someone to get the nearest AED**

- AEDs are designed to reestablish effective rhythm

of the heart in people who are experiencing certain cardiac arrhythmias. AEDs provide audio instructions for use when the device is turned on by pressing the Power Button.

- Anyone can use an AED.

### AEDS ARE LOCATED IN OR NEAR THE FOLLOWING AREAS:

- **Bowne Hall** - 1st Floor lobby by Elevator
- **CBI** - 1st floor North Lobby by Elevator
- **Conklin Hall** - 1st Floor behind Security
- **Conklin Hall** - Basement Fitness RM 010
- **Day Care Center** In center of Main Hall/East Hall
- **Drumlin Hall** - East Exit by ATM
- **Dutchess Hall** - 2nd Floor Lobby / Rm 201
- **Falcon Hall** - Main Entrance 1st Floor Lobby
- **Falcon Hall** - Exercise Room 122
- **Athletic Dept.** - Phillips Mobil Unit
- **Hudson Hall** - 5th Floor by Stairwell 2
- **Hudson Hall** - 3rd Floor by Elevators
- **Physical Plant** - Main Office Common Area
- **SSB** - 2nd Floor by Elevator
- **Taconic Hall** - 2nd Floor Main Lobby E wall
- **Washington Center** 1st Floor Lobby South Wall
- **Security Car** - Phillips Mobile Unit Car 3
- **Security Car** - Phillips Mobile Unit Car 4
- **Security Car** - Phillips Mobile Unit Car 2
- **DCC@ Fishkill** 2nd Flr. Student Lounge RM 230
- **DCC@ Fishkill** - 2nd Flr. outside Main Office
- **DCC@ HVR** – Main lobby by Front Door

## STROKE

**Call 911** immediately if any of these signs of stroke appear:

- Numbness or weakness in the face, arm, or leg
- Confusion or trouble speaking or understanding speech
- Trouble seeing in one or both eyes.
- Trouble walking, dizziness, or problems with balance; severe headache with no known cause.

### STROKE SYMPTOMS

Remember, recognize and act fast



## SEVERE WEATHER CONDITIONS

Mass Notification:

- The Office of Campus Safety & Security may broadcast emergency messages across all campuses if advance warning of severe weather is received.
- “Shelter in Place” is usually the best action to take for severe weather.
- If you hear a broadcast, alert others in your immediate vicinity and take action.

The following terms are utilized by the National Weather Service (NWS) and likewise will be utilized by Office of Campus Safety & Security to determine if a Mass Notification is needed.

<b>ADVISORY</b>
An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.
<b>WATCH</b>
A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for later information and possible warnings especially when planning travel or outdoor activities.
<b>WARNING</b>
A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

## THUNDERSTORMS AND LIGHTNING

- Seek shelter inside of a sturdy building.
- Avoid small sheds or isolated structures in open areas.
- Stay away from windows and doors, and stay off porches.
- Avoid contact with corded phones. Cell phones and cordless phones are acceptable to use.
- Avoid contact with plumbing. Do not wash hands, bathe, shower, wash dishes, etc.

- Avoid contact with electrical equipment and cords. Before the storm unplug or power down sensitive equipment.

### If you cannot seek shelter indoors:

- Try to get to an area away from tall objects, metal structures, tress, downed power lines, and bodies of water.
- Avoid areas where there is likely to be falling debris.
- Seek shelter in a car, if possible. Rubber tires are an effective electric insulator which may provide safety from lightning strikes. Close the windows and avoid metal objects.
- Or, find an area such as a ditch, ravine or depression to shelter in.
- If you feel your hair stand up, immediately assume a crouched position, place your elbows on your legs, your hands over your ears, and then lower your head. Be sure not to lie flat on the ground.

## TORNADOES

**Tornado Watch:** Indicates that weather conditions may cause tornadoes to develop in the area. This does not mean that a tornado has been sighted. You may continue activities but stay tuned in to local news in the event the tornado watch develops into a tornado warning.

**Tornado Warning:** Radar or weather spotters have identified that a tornado funnel has been sighted in the area. Office of Campus Safety & Security will activate a Mass Notification.

### What to do if you are notified of a tornado warning or you see a funnel cloud:

- Know the location of the appropriate shelter-in-place spaces in your building. This can be a basement, locker room, restroom, closets, interior room on the lowest floor preferably without windows.
- If you are unable to go to a room without windows, get under something sturdy immediately such as a desk, table, mattress if possible.

### If you cannot seek shelter indoors:

- If no shelter is close by, lie flat in a ditch or low spot with your hands shielding your head. Avoid overpasses and bridges.  
Remain in a protected area until the threat has ceased or the danger has passed. You will be notified by the Mass Notification system and emergency mobile alert (text and email).
- Call Office of Campus Safety & Security at 8070, or 845-431-8070, or 911 immediately to report injuries or if an individual is not able to relocate to a safe location.
- Report severe damages to infrastructure to Office of Campus Safety & Security.
- For more information and planning guides, please visit <http://www.ready.gov>



## FLASH FLOODS

A flash flood is a rapid flooding of low-lying areas: ditches, roads and walkways, washes, rivers, dry lakes and depressions. It may be caused by heavy rain associated with a severe thunderstorm, hurricane, tropical storm, or meltwater from ice or snow flowing over ice sheets or snowfields.

Flash flooding does directly impact the safety of campus community members who are commuting to or from the main campus, and potentially those at extension center sites.

Below are some important points to keep in mind when flash flood warnings are in place. Bear in mind that a flash flood warning means that flooding is about to occur or is already happening.

- Follow official instructions given for your area.
- Never drive through flood waters. "Turn around, don't drown".
- Never walk through moving water.
- Be aware that a flash flood can occur quickly. If flooding occurs, move immediately to higher ground.
- Ensure you have food and clean water to last you at least several days.
- Monitor local news and weather reports through your mobile device or television.
- Use available information to determine if you feel it is safe to leave campus and drive home.
- If you feel you need to remain on campus until the flash flood warning has expired, you should inform your supervisor.

## SNOW AND ICE

Snow falling, accumulating, removal, and melting create additional hazards for vehicle and pedestrian accidents and injuries.

- Avoid unnecessary travel.
- Ensure you have supplies (food, water, etc.) to last at least several days.
- Monitor College closures and special conditions
  - College Operating Status: **MyDCC website**.
  - Call Office of Campus Safety & Security at **845-431-8070**.

## SEXUAL VIOLENCE OR RAPE

If you are a **witness** or suspect a sexual violence incident is in-progress:

- Call the Office of Campus Safety and Security at 8070 or **845-431-8070**.
- To file a criminal complaint, **call 911** or the Town of Poughkeepsie Police Dept. at 845-485-3666.

If you are the **victim** of sexual violence, date rape, or rape:

- Take actions necessary for self-defense.

- If you are safe, stay where you are until the security or police arrive. Otherwise, try to move to a safe location.

### On campus reporting options after an incident of sexual violence:

- Office of Campus Safety and Security (private, but not confidential) 845-431-8070.
- Office of Counseling and Career Services (confidential) x8040, or 845-431-8040.
- Office of Health Services (confidential) 8075, or 845-431-8075.
- Title IX Coordinator (private, but not confidential) 8670, or 845-431-8670.
- Coordinator of Judicial Process (private, but not confidential) 8962, or 845-431-8962.
- <http://www.sunydutchess.edu/share-at-dcc> (may be private or confidential at your request).

### Off campus confidential reporting and services

- New York State, New York City, or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>  
Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages (or by calling 1-800-942-6906).
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://nyscasa.org/>
- NYSCADV: <http://www.nyscadv.org>
- Pandora's Project: <http://www.pandys.org>
- Domestic Violence Project: <https://www.bwjp.org>
- NYC Anti-Violence Project <https://avp.org>
- RAINN: <https://www.rainn.org/get-help>
- Safe Horizons: <http://www.safehorizon.org/>

## SUSPICIOUS MAIL OR PACKAGES

If you receive or observe a suspicious piece of mail, package or material **DO NOT** move, open, cover, or interfere with it.

- Move people away from suspicious items.
- Avoid contaminating other areas and people.
- Call the Office of Campus Safety & Security immediately at 8070, **845-431-8070** or Dutchess County 911 from a safe location.
- Be prepared to give the location of the item, the context of what you've observed, and your name and phone number.
- Be sure to give the 911 address of the building which is located on page 5 of this document.
- Follow directions of Campus Safety Officers and/or Law Enforcement.
- If you are told to evacuate, follow the established evacuation procedure.
- Do not create a panic situation.
- Characteristics of a suspicious piece of mail or

package that is received unexpectedly or is unknown and may include:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail, or special delivery
- Handwritten or poorly typed address
- Incorrect titles
- Restrictive markings, such as "Confidential" "Personal", etc.
- An excessive amount of securing material used; such as masking tape, string, etc.
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven writing
- Titles but no names
- No return address
- Protruding wires or foil.

## WORKPLACE VIOLENCE

Your actions may help calm a potentially violent situation, or they may escalate the problem.

### Behave in a manner that helps calm a situation:

- Stay calm and don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the person and you sit down; sitting is a less aggressive position.
- Try to be helpful; for example, schedule an appointment for a later time.
- Give positive outcome statements, such as, "We can get this straightened out."
- Give positive feedback for continued talking, such as, "I'm glad you're telling me how you feel."
- Stay out of arms' reach. Have limited eye contact. Take notes.

### Avoid exacerbating behaviors:

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person

### If someone becomes agitated:

- Leave the scene immediately, if possible.
- Call Campus Safety and Security from a safe place at 8070, or Dutchess County 911.
- Or, call a co-worker, using an agreed-upon code word to indicate trouble.

### Practice preventive measures:

- Avoid scheduling appointments for times when no one else is in the area.
- Remove sharp and blunt objects from desks.
- Try to avoid working alone after hours.

- If you have to work late, advise a friend or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Do not leave money or valuable belongings lying around. Purses should be locked in a desk or cabinet.
- Lock your office and/or lab doors when they are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings.
- If you think you are being followed, do not go home; go where there are other people. Call the Office of Campus Safety and Security at 8070, or **845-431-8070** as soon as you are in a safe place.
- Report any strange or unusual activities immediately to your supervisor and the police.
- Report any locks, windows or lights that need repair to your building coordinator,

Refer also to the ACTIVE SHOOTER section of this document.

## CONKLIN HALL EMERGENCY ACTION PLAN

**DUTCHESS**  
COMMUNITY COLLEGE



Emergency Action Plan

Conklin Hall  
Academic Housing

Conklin Hall provides housing for students, and as such has a building and procedure specific Emergency Action Plan to be used in conjunction with the DCC Emergency Action Guide.

The Plan can be found on **MyDCC Website / EHS Plans and Policies / [Conklin Hall Emergency Action Plan](#)**.

**Your personal safety begins with YOU!**

## QUESTIONS & COMMENTS

Thank you for taking the time to read the Dutchess Community College Emergency Action Plan. With your help, we are now one step closer to a safer and more secure campus for all members of the campus community.

If you have any questions or comments about this Plan, please feel free to reach out to me directly by calling 845-471-8070, by emailing [OCSS-ID.Permits@sunydutchess.edu](mailto:OCSS-ID.Permits@sunydutchess.edu), or by stopping by room 110 in the Orcutt Student Services Building.



**DUTCHESS**  
COMMUNITY COLLEGE