

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