

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