

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.