

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: