

## 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.