

- 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: