

- 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:

- Call 911 for medical assistance

If you are trapped in a building, and cannot make it to the nearest refuge area (usually the nearest stairwell)

- If possible, take shelter in a room with an outside window.
- Close all doors and windows.
- Use clothing, towels, or paper to block around the door or over vents to keep smoke out.
- Stay low in, smoke.
- Call 911 from cell phones or campus phones to report your location.
- Signal to rescuers and people outside the building by waving clothing and other light-colored objects. Stay where rescuers can see you.
- Remain calm, stay low, and be patient.

Fire Extinguishers

- Call 911 from cell phones from campus phones to report the fire.
- If you have been trained and it is safe to do so, you may use one extinguisher to attempt to extinguish the fire.
- Only attempt to extinguish small fires.
- Make sure you have a clear escape path.
- If you have not been trained to use a fire extinguisher you must EVACUATE immediately.

Hazardous Materials

For hazardous material spills or incidents requiring training, procedures, or personal protective equipment beyond the abilities of the personnel present, take the following actions:

- Alert others in the immediate area and evacuate the room.
- If building evacuation is needed then manually activate the building fire alarm.
- Close doors as you leave the room.
- Call 911 from a safe location and provide the following information:
 - Your name, telephone number, and building 911 address; refer to page 5 of this document.
 - Location of the spill
 - Name and quantity of material spilled (if known)
 - Any injuries or personal contamination
- Use eyewash or safety showers as needed to wash spilled chemicals off your body.
- Flush the affected areas with copious amounts of water for at least 15 minutes.
- Call **911** and Office of Campus Safety & Security 8070 / or **845-431-8010** to report hazardous materials spills and personal contamination.
- Safety Data Sheets (SOS) for chemicals located on the DCC Campus are available on the **MyDCC website / [Safety Data Sheet E-Library](#)**

- Chemical Hygiene Plan is available on the MyDCC website / [Chemical Hygiene Plan](#)
- If you are contaminated do not spread the material or contaminate others. Tell responders you have the material on you.

GAS ODOR OR LEAK

If an odor of natural gas:

- STOP** what you are doing. Go outside immediately.
- Don't** light a match or use open flame.
- Don't** turn on lights or a flashlight.
- Don't** use cell phone or electronic devices.
- Don't** flush or run water.

Verbally alert others in the immediate area and evacuate to the outdoors.

DO NOT activate the building fire alarm. Fire alarms may not be intrinsically safe.

Call **911 from a safe location** and provide the following information:

- Your name, telephone number, and location
- Location of the suspected leak
- Any suspected injuries related to gas leak

HOSTAGE SITUATION

If you hear or see a hostage situation:

- Immediately remove yourself from any danger.
- Immediately notify Office of Campus Safety & Security by calling **845-431-8070 / 8070** or 911.
- Be prepared to provide the following information, if deemed safe to do so:
 - Location and room number of the incident.
 - Physical description and names of perpetrators, if known.
 - Number of possible hostages.
 - Any weapons the perpetrators may have.
 - Your name, phone number, and your location.

If you are taken hostage:

- Remain calm, be polite and cooperate with the perpetrators.
- Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive in hostage situations.
- Speak normally. Do not complain, avoid being belligerent, and comply with orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the perpetrators and try to remember their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.