

- 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.