

## FLASH FLOODS

A flash flood is a rapid flooding of low-lying areas: ditches, roads and walkways, washes, rivers, dry lakes and depressions. It may be caused by heavy rain associated with a severe thunderstorm, hurricane, tropical storm, or meltwater from ice or snow flowing over ice sheets or snowfields.

Flash flooding does directly impact the safety of campus community members who are commuting to or from the main campus, and potentially those at extension center sites.

Below are some important points to keep in mind when flash flood warnings are in place. Bear in mind that a flash flood warning means that flooding is about to occur or is already happening.

- Follow official instructions given for your area.
- Never drive through flood waters. "Turn around, don't drown".
- Never walk through moving water.
- Be aware that a flash flood can occur quickly. If flooding occurs, move immediately to higher ground.
- Ensure you have food and clean water to last you at least several days.
- Monitor local news and weather reports through your mobile device or television.
- Use available information to determine if you feel it is safe to leave campus and drive home.
- If you feel you need to remain on campus until the flash flood warning has expired, you should inform your supervisor.

## SNOW AND ICE

Snow falling, accumulating, removal, and melting create additional hazards for vehicle and pedestrian accidents and injuries.

- Avoid unnecessary travel.
- Ensure you have supplies (food, water, etc.) to last at least several days.
- Monitor College closures and special conditions
  - College Operating Status: **MyDCC website**.
  - Call Office of Campus Safety & Security at **845-431-8070**.

## SEXUAL VIOLENCE OR RAPE

If you are a **witness** or suspect a sexual violence incident is in-progress:

- Call the Office of Campus Safety and Security at 8070 or **845-431-8070**.
- To file a criminal complaint, **call 911** or the Town of Poughkeepsie Police Dept. at 845-485-3666.

If you are the **victim** of sexual violence, date rape, or rape:

- Take actions necessary for self-defense.

- If you are safe, stay where you are until the security or police arrive. Otherwise, try to move to a safe location.

### **On campus reporting options after an incident of sexual violence:**

- Office of Campus Safety and Security (private, but not confidential) 845-431-8070.
- Office of Counseling and Career Services (confidential) x8040, or 845-431-8040.
- Office of Health Services (confidential) 8075, or 845-431-8075.
- Title IX Coordinator (private, but not confidential) 8670, or 845-431-8670.
- Coordinator of Judicial Process (private, but not confidential) 8962, or 845-431-8962.
- <http://www.sunydutchess.edu/share-at-dcc> (may be private or confidential at your request).

### **Off campus confidential reporting and services**

- New York State, New York City, or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>  
Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages (or by calling 1-800-942-6906).
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://nyscasa.org/>
- NYSCADV: <http://www.nyscadv.org>
- Pandora's Project: <http://www.pandys.org>
- Domestic Violence Project: <https://www.bwjp.org>
- NYC Anti-Violence Project <https://avp.org>
- RAINN: <https://www.rainn.org/get-help>
- Safe Horizons: <http://www.safehorizon.org/>

## SUSPICIOUS MAIL OR PACKAGES

If you receive or observe a suspicious piece of mail, package or material **DO NOT** move, open, cover, or interfere with it.

- Move people away from suspicious items.
- Avoid contaminating other areas and people.
- Call the Office of Campus Safety & Security immediately at 8070, **845-431-8070** or Dutchess County 911 from a safe location.
- Be prepared to give the location of the item, the context of what you've observed, and your name and phone number.
- Be sure to give the 911 address of the building which is located on page 5 of this document.
- Follow directions of Campus Safety Officers and/or Law Enforcement.
- If you are told to evacuate, follow the established evacuation procedure.
- Do not create a panic situation.
- Characteristics of a suspicious piece of mail or

package that is received unexpectedly or is unknown and may include:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail, or special delivery
- Handwritten or poorly typed address
- Incorrect titles
- Restrictive markings, such as "Confidential" "Personal", etc.
- An excessive amount of securing material used; such as masking tape, string, etc.
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven writing
- Titles but no names
- No return address
- Protruding wires or foil.

## WORKPLACE VIOLENCE

Your actions may help calm a potentially violent situation, or they may escalate the problem.

### Behave in a manner that helps calm a situation:

- Stay calm and don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the person and you sit down; sitting is a less aggressive position.
- Try to be helpful; for example, schedule an appointment for a later time.
- Give positive outcome statements, such as, "We can get this straightened out."
- Give positive feedback for continued talking, such as, "I'm glad you're telling me how you feel."
- Stay out of arms' reach. Have limited eye contact. Take notes.

### Avoid exacerbating behaviors:

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person

### If someone becomes agitated:

- Leave the scene immediately, if possible.
- Call Campus Safety and Security from a safe place at 8070, or Dutchess County 911.
- Or, call a co-worker, using an agreed-upon code word to indicate trouble.

### Practice preventive measures:

- Avoid scheduling appointments for times when no one else is in the area.
- Remove sharp and blunt objects from desks.
- Try to avoid working alone after hours.

- If you have to work late, advise a friend or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Do not leave money or valuable belongings lying around. Purses should be locked in a desk or cabinet.
- Lock your office and/or lab doors when they are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings.
- If you think you are being followed, do not go home; go where there are other people. Call the Office of Campus Safety and Security at 8070, or **845-431-8070** as soon as you are in a safe place.
- Report any strange or unusual activities immediately to your supervisor and the police.
- Report any locks, windows or lights that need repair to your building coordinator,

Refer also to the ACTIVE SHOOTER section of this document.

## CONKLIN HALL EMERGENCY ACTION PLAN

**DUTCHESS**  
COMMUNITY COLLEGE



Emergency Action Plan

Conklin Hall  
Academic Housing

Conklin Hall provides housing for students, and as such has a building and procedure specific Emergency Action Plan to be used in conjunction with the DCC Emergency Action Guide.

The Plan can be found on **MyDCC Website / EHS Plans and Policies / [Conklin Hall Emergency Action Plan](#)**.

**Your personal safety begins with YOU!**