



# EMERGENCY ACTION SHEET

## SECURITY 914-403-7531

### LOCKDOWN

A lockdown is called in response to a threat or hazard inside a campus building.

#### NOTIFICATION METHODS INCLUDE:

- ♦ **Primary:** Omnilert, Intercom,
- ♦ **Back-up:** Air Horn, Whistle, Yelling

### ALERT

**“LOCKDOWN! LOCKDOWN!”**

**—OR—**

**“ACTIVE SHOOTER AT <LOCATION>. LOCKDOWN!”**

**Response is to RUN, HIDE, FIGHT**

### HAZARDOUS MATERIAL EXPOSURE

If emergency medical treatment is required **CALL 911**—then call **Security at 914-403-7531** and inform them of what has happened and the location.

If the spill exceeds your capabilities in size, training or personal protective equipment contact **Facilities at 845-848-4058**.

### CHEMICAL SPILL ON BODY

- ♦ Do not try to neutralize any chemical.
- ♦ Flood exposed area with running water for at least 15 minutes.
- ♦ Remove any contaminated clothing and shoes while in shower.
- ♦ Place contaminated clothing in a plastic bag.
- ♦ Report the spill to a supervisor.
- ♦ MSDS should accompany injured person for medical treatment.

### BIOLOGICAL SPILL ON BODY

- ♦ Remove any contaminated clothing.
- ♦ Wash contaminated area with thoroughly with soap and water.
- ♦ Remove any contaminated clothing and place the clothing in a plastic bag.
- ♦ Report the spill to a supervisor.

### HAZARDOUS MATERIAL IN EYE

- ♦ Rinse eyeball and under eyelids with water for 15 minutes.
- ♦ Hold eyelids open to ensure thorough washing.
- ♦ Remove any contaminated clothing and place the clothing in a plastic bag.

### HOW TO RESPOND TO AN ALERT OF AN ACTIVE SHOOTER IN YOUR VICINITY

Facility and Staff must quickly determine the most reasonable way to protect employees and visitors.

#### RUN / Evacuate

- ♦ If evacuation is not possible, hide in the nearest secure room.
- ♦ Move to the nearest room that can be locked.
- ♦ Lock doors and windows. Close blinds/curtains.
- ♦ Blockade door with heavy piece of furniture, if possible.
- ♦ Turn off lights and cell phone ringers.
- ♦ Lie Down on the floor or crouch below the window line
- ♦ Be out of the active shooter's view.
- ♦ Call 911, if possible.
- ♦ Remain silent.

#### HIDE / Barricade

- ♦ If there is an accessible escape path, attempt to evacuate the premises.
- ♦ Have an escape route and plan in mind.
- ♦ Evacuate regardless of whether others will follow if you are certain your escape route is safe.
- ♦ Leave all belongings behind.
- ♦ Help others to escape if possible.
- ♦ Call 911 when safe.
- ♦ Do not attempt to move wounded people.

#### NOTE—When law enforcement arrives:

- ♦ Remain calm and follow all instructions.
- ♦ Raise hands and keep them visible to police.
- ♦ Avoid quick movements toward officers.
- ♦ Avoid pointing, screaming or yelling.
- ♦ Do not stop or ask officers for help or direction when evacuating.

#### FIGHT / Confront

**AS A LAST RESORT, AND ONLY AS A LAST RESORT WHEN YOU CAN NOT FLEE ONLY THEN TAKE ACTION**

**In the event there is no escape and you are confronted by an active shooter or anyone who threatens bodily harm:**

- ♦ Act as aggressively as possible against him/her and be ready to “dodge and weave” if necessary.
- ♦ Throw items (staplers, chairs, anything nearby) and improvise weapons (letter openers, scissors, glass objects).
- ♦ Yell, stomp and take any menacing action you can think of.
- ♦ Commit to your actions! It could save your and others' lives!

# DOMINICAN COLLEGE EMERGENCY ACTION SHEET

SECURITY 914-403-7531

## FIRE

- ◆ Activate the building's fire alarm system. **CALL 911.**
- ◆ Immediately exit the building, via stairways—if possible, close doors behind you. **Do not lock doors.**
- ◆ Do not use elevators.
- ◆ Contact Security at 914-403-7531.
- ◆ Remain outside at the designated assembly locations.
- ◆ Help EEV account for all persons.
- ◆ Do not re-enter the affected area until notified by campus security it safe to return.

## EVACUATION

### NOTIFICATION

#### Building Fire Alarm and Omnilert Mass Notification

Respond to **EVERY** alarm. **NEVER** assume an alarm is false or a test unless it is announced as such.

- ◆ Pull nearest fire alarm station or **CALL 911.**
- ◆ Alert people in the immediate area of the danger.
- ◆ Exit via stairways—**DO NOT** use Elevators!
- ◆ If possible close the doors behind you—**DO NOT** lock the doors.
- ◆ Assemble in the designated assembly areas and notify the Emergency Evacuation Volunteer if you believe there is still in the building.
- ◆ Remain outside until notified by Campus Security that it is safe to return.

## UTILITY / MECHANICAL EMERGENCIES

If there is potential danger to building or occupants, **Contact Security at 914-403-7531.**

### POWER OR LIGHTING FAILURE

- ◆ Immediately notify the Facilities Team at **845-848-4058.**
- ◆ **DO NOT** use an open flame devices or candles.
- ◆ If the power does not return within (30 minutes), then evacuate the classroom. Follow Evacuation procedures.

### FLOODING

- ◆ Immediately STOP using all electrical equipment .
- ◆ **Call Facilities at 845-848-4058.**
- ◆ Notify AD if the flood in in the dorm.

### GAS LEAK AND NOXIOUS ODORS

- ◆ If you smell gas, or it is determined there is a gas leak, evacuate the building immediately.
- ◆ Immediately notify **Campus Security at 914-403-7531,** advise them of the situation.
- ◆ **STOP WHAT YOU ARE DOING.** Do not switch lights or electrical appliances on/off or use cell phones.
- ◆ Evacuate the area and wait for instructions from the Campus Security/IC. **DO NOT use elevators.**

## MEDICAL EMERGENCY

- ◆ Assess the scene for safety, number of victims and types of emergency.
- ◆ For any medical emergency that requires transport to hospital **CALL 911.**
- ◆ Call **Security at 914-403-7531,** advise them of the situation.
- ◆ Post one person at the elevator or doorway to lead the medical team to the person in distress.
- ◆ **DO NOT** move seriously injured persons unless they are in danger.
- ◆ Provide medical care only if you have the proper training.

### FIRST AID KITS

- ◆ Casey Hall Café
- ◆ Casey Hall Facilities Office
- ◆ Cooke Hall Kitchen
- ◆ Deporres Hall
- ◆ Doyle Hall
- ◆ Granito Dinning Area
- ◆ Hennessy Center
  - Front Desk
  - Fitness Room
- ◆ Sienna House
- ◆ Casey Hall Café
- ◆ Casey Hall Facilities Office
- ◆ Cooke Hall Kitchen
- ◆ Deporres Hall
- ◆ Doyle Hall
- ◆ Granito Dinning Area

### DEFIBRILLATOR (AED)

- ◆ Guzman Hall
- ◆ Hennessy
- ◆ Granito Center
- ◆ Prusmack Center
- ◆ Casey Hall
- ◆ Hertel Hall
- ◆ Rosary Hall
- ◆ Forkel Hall
- ◆ Cooke Hall

### STOP THE BLEED KITS

- ◆ Hennessy Center (2)
- ◆ Granito Health Center
- ◆ Hertel Hall
- ◆ Rosary Hall
- ◆ Guzman Hall

## BOMB THREAT

- ◆ Remain calm and try to obtain as much information about the bomb and the caller. (*Use bomb threat Report Form*)
- ◆ Do not use 2-way radios. Make notifications via phone. Immediately after the call.
- ◆ Keep call online as long as possible and **DO NOT** argue with or upset the caller.
- ◆ Call 911 and then contact **Security at 914-403-7531.**
- ◆ **Follow the directions of Security or First responders.**

## SEVERE WEATHER

- ◆ Security or Facilities will monitor the situation and notify the Dominican community of impending severe weather actions.
- ◆ Directions will be provided, via the **Omnilert** system, on any required delays, closures or the need to shelter.
- ◆ The Dominion community should follow the directions given via the Omnilert system and update to the Dominican College website.