

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>. LOCK-DOWN!**”

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.
- ♦ Material Safety Data Sheet (MSDS) should accompany injured person for medical treatment.

BIOLOGICAL SPILL ON BODY

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

HIDE / Barricade

- ♦ 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.

FIGHT / Confront

AS A LAST RESORT, AND ONLY AS A LAST RESORT, WHEN YOU CANNOT FLEE – 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 UNIVERSITY 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 Emergency Evacuation Volunteers account for all persons.
- ◆ Do not re-enter the affected area until notified by campus security it is 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 anyone 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 device 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 Residence Hall Assistant Director if the flood is 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/Incident Commander. **DO NOT use elevators.**

MEDICAL EMERGENCY

- ◆ Assess the scene for safety, number of victims and type 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 Dining Area
- ◆ Hennessy Center
 - Front Desk
 - Fitness Room
- ◆ Sienna House

DEFIBRILLATOR (AED)

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

STOP THE BLEED KITS

- ◆ Cooke Hall
- ◆ Granito Health Center
- ◆ Guzman Hall
- ◆ Hennessy Center (2)
- ◆ Hertel Hall
- ◆ Rosary 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 is ended.
- ◆ Keep caller on the phone 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 and 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 Dominican community should follow the directions given via the Omnilert system and update to the Dominican University website.