

EMERGENCY RESPONSE GUIDE

Be Prepared.

Campus Safety Emergency

914.323.SAFE (7233)

Campus Safety Non-Emergency

914.323.5244

Harrison Police & EMS

914.967.5111

Purchase Fire Department

914.235.9555



Manhattanville
COLLEGE

REMEMBER!

When reporting an incident:

- Stay on the line with the dispatcher
- State the exact location of the incident
- Give your telephone number
- Provide a thorough description

STAY CALM.

BE EXACT.

REPORT UNUSUAL THINGS.

REPORTING EMERGENCIES

***Read this pamphlet carefully.
Discuss it with your supervisor, friends,
and coworkers.***

- Keep this pamphlet accessible.
- Keep emergency items nearby: first-aid kit, flashlight, battery-operated portable radio, and extra batteries.
- Know two ways to exit your building.
- Know safe areas in the building to which you can retreat.
- Detailed emergency preparedness guidelines can be obtained from the Federal Emergency Management Agency at www.fema.gov/areyouready

GENERAL PREPAREDNESS

REPORT IT

Call Campus Safety at 914.323.SAFE (7233) or use one of the blue emergency phones on campus. Advise Campus Safety if Fire Department or EMS is needed.

When reporting an accident

- Stay on the line with the dispatcher
- Provide exact location
- Give your phone number
- Provide thorough description so that appropriate resources can be dispatched.

REMEMBER!

- Do not move a victim unless there is a threat of fire, explosion, or other grave danger.
- If you are involved in the accident, cooperate with Campus Safety officers when they arrive.

MOTOR VEHICLE ACCIDENTS

REPORT IT

For loss of electric power, water, gas, or heating/air conditioning, call the Facilities Department at **914.323.5415**.

After business hours, call Campus Safety at **914.323.SAFE (7233)**.

For Electrical Outages:

- Have Flashlights available.
- Turn off all electrical, office and computer equipment .

For Gas Leaks:

- Open windows.
- Leave area quickly.
- Tell others to leave.

REMEMBER!

- Sparks can cause an explosion.
- Some gases are odorless; do not rely on smell only.

POWER OUTAGE

REPORT IT

Call Campus Safety at 914.323.SAFE (7233) or use nearest emergency phone. Campus Safety will make sure necessary medical resources are dispatched.

When reporting an emergency:

- Stay on the line with the dispatcher
- Provide exact location
- Give your phone number
- Tell dispatcher exactly what happened

REMEMBER!

- Apply first-aid or CPR only if you are trained to do so. Enlist someone else to help.
- Know where the first-aid kit is in areas you frequently occupy. Consider purchasing a small portable kit for yourself.
- Give a thorough phone description. Emergency Medical Service (EMS) personnel want to know as much information as possible while they are en route.
- Stay with the injured.
- Assign someone to guide arriving EMS personnel to site.

MEDICAL EMERGENCIES

BE PREPARED

Listen for radio and TV announcements about the cancellation of classes. If a building is to be evacuated, there will be telephone, email, or other broadcast messages..

USE COMMON SENSE TO REACT TO IMMEDIATE EMERGENCIES.

Evacuation

- Assist those with disabilities.
- Avoid smoky stairwells.
- Do not use elevators in a fire.
- Inform Campus Safety at 914.323.SAFE (7233) after an impaired person is evacuated.

REMEMBER!

- If you have mobility problems, discuss your special needs with your professor, supervisor, coworkers, and nearby students.

EVACUATION PROCEDURES

REPORT IT

Call Campus Safety at 914.323.SAFE (7233) if you see any letter or package that looks suspicious or receive a bomb threat.

Suspicious Package

- Do not touch, move, or disturb it.
- Keep people away until help arrives.

Phone Threat

- Take action – keep the caller on the line as long as possible. Have someone else alert Campus Safety at 914.323.SAFE (7233).
- Take notes that might help identify the location of the bomb, identity of caller, and place from which call was made.
- Get all the information you can.
- Ask where the bomb is located.
- Ask when the bomb is supposed to explode.
- Listen carefully to any identifying characteristics in the caller's voice, age, gender, race, etc.

BOMB THREAT

REPORT IT

If you smell smoke or see fire, call **911 IMMEDIATELY**, then pull the nearest fire alarm. After evacuating the area, call Campus Safety at **914.323.SAFE (7233)**

Purchase Fire Department:
914.235.9555

When reporting an incident:

- Stay on line with the dispatcher.
- Provide exact location.
- Give your phone number.
- Explain the situation in detail.

REMEMBER!

- If a fire alarm is activated, evacuate immediately. Assume all alarms are the real thing.
- Smoke is the major killer in fires.
- If the environment is smoky, “Stay low and go.”
- Feel doors for warmth, if its hot or warm do not open door, and find a new escape route.
- Close all doors behind you.

REPORT ALL FIRES, EVEN THOSE YOU ARE ABLE TO PUT OUT.

FIRE/ EXPLOSION

REPORT IT

Call Campus Safety at 914.323. (SAFE)7233 for major chemical spills or any release of hazardous materials.

When reporting an incident:

- Stay on the line with the dispatcher.
- Provide exact location.
- Give your telephone number.
- Describe the exact condition of the spill or release.

GET EVERYONE AWAY FROM THE AREA.

- Know the hazards associated with a chemical prior to handling it.
- Administer first aid for chemical spills.
- Treat injured immediately.
- Flush eyes/afflicted skin with water continuously for 15 minutes.
- If substance is inhaled, get person in fresh air.
- Do not enter any room/area that may pose a risk to you.

REMEMBER!

- Know how to get a Material Safety Data Sheet (MSDS). If you are unsure of where to get or how to use a MSDS, please contact your department head or instructors for more information.
- Be sure to complete an incident report with the Director of Laboratory Safety following any incident.
- Know location of first-aid kit, closest emergency eye wash, emergency shower and call box.

CHEMICAL SPILLS

REPORT IT

Call Campus Safety 914.323.(SAFE) 7233 Campus Safety officers will contact the appropriate police response team.

When reporting a hostage situation:

- Stay on the line with the dispatcher.
- Provide exact location.
- Give your phone number.
- Provide a detailed description of the event:
 - What happened?
 - Who was taken hostage?
 - Who is the hostage taker?
 - Describe the hostage taker.
 - Relate any demands the hostage taker has made.

RESPOND TO DIRECTIONS from Campus Safety and police authorities. They will control the scene.

CAUTION! The college will provide a spokesperson to deal with the media. **DO NOT** take it upon yourself to provide the press with information, which can be misleading and even dangerous.

HOSTAGE SITUATION

BE PREPARED

In the case of a potentially violent situation, the best course of action is to seek a sheltered location.

In most cases, one should try to escape a dangerous area. But sometimes circumstances make this impossible, or the outside environment is dangerous.

VIOLENCE comes in many forms: gunfire, fighting, mugging, domestic arguments, etc. The following applies to all cases.

When reporting a violent or potentially violent situation.

- Stay on the line with the dispatcher.
- Provide the exact location.
- Give your phone number.
- Provide a thorough description of the situation.
- Be prepared to describe the perpetrator: clothes, hair color, race, ethnicity, etc.
- Be aware of your surroundings.

REVIEW WHAT TO DO IN ALL EMERGENCIES!

POSSIBLE VIOLENCE

REPORT IT

Call Campus Safety at 914.323 SAFE.(7233) at the first sign of potential violence. Let Campus Safety officers deal with the situation.

***YOUR SAFETY COMES FIRST.
REPORT THE VIOLENCE PROMPTLY.
DO NOT ATTEMPT TO BE A HERO.***

- If there is an accessible escape path, attempt to evacuate the premises.
- Lock yourself in a closet, storage closet, dorm room, classroom, etc.
- Hide under desks or any location that is difficult for you to be seen.
- Silence cell phone so there are no audible alerts.
- Campus Safety/ Law enforcement are the only individuals that have keys to open doors.
- Do not open doors for anyone.
- If you are in a hallway, get into a room and secure the door.
- Follow the instructions of any officers.

**IF THE SITUATION INVOLVES GUNFIRE:
TAKE COVER.
WARN OTHERS OF THE DANGER.**

ACTIVE SHOOTER

BE PREPARED

Check the following for warnings/closures:

AM Radio: 1010; 1260; 1420; 1460; 1490

FM Radio: 94.3; 97.3; 97.7; 101.5; 104.7

Television: CBS2; NBC4; FOX5; NEWS12

<http://classcancellations.mville.edu>

Manhattanville's homepage, www.mville.edu, will update class closings and during emergency situations.

HURRICANE/TORNADO

- Take action-as soon as you become aware of an approaching hurricane, seek safe shelter immediately.
- Go to the basement, washroom without windows, interior hallway, closet, or stairwell. If outside, lie flat in a nearby ditch or depression and cover your head with your hands.
- Avoid windows, exterior walls, and areas with large ceiling spans (gyms and auditoriums).
- Call 914.323.SAFE (7233) to report damage.

SNOW

- Check for school closings at the news sources above, on your Manhattanville email, and please register as well on Manhattanville RAVE System (www.getrave.com/login/mville) to get emergency updates. If you are already registered under RAVE you will receive updates via talk, text, and/or email.

REMEMBER!

Be aware of safe places in the buildings you regularly occupy. Use common sense on whether it is worth risking driving in a storm.
