



FIVE TOWNS COLLEGE

Dix Hills, NY 11746



EMERGENCY PREPAREDNESS: *Procedures for When & Where to Get Help*

ON CAMPUS:

OFFICE OF PUBLIC SAFETY

Room 302, Main Building

Extension 2196

(631) 656-2196

TITLE IX COORDINATOR

Room 106A

(631) 656-2185, Main Building

OFF CAMPUS:

SUFFOLK COUNTY POLICE DEPT.- 2ND PRECINCT

On the College's Phone System: Dial 9911 or

91(631) 854-8200

For Non-College Phones: Dial (631) 854-8200

DIX HILLS FIRE DEPARTMENT

(631) 499-8836

HUNTINGTON HOSPITAL EMERGENCY ROOM

(631) 397-5112

EMERGENCY PROCEDURES

SOME GENERAL RULES TO FOLLOW:

RULE #1: If you see something, say something.

RULE #2: Safety first, for yourself and others.

RULE #3: Alert the proper officials.

RULE #4: Be sure to sign up with the College's Emergency Notification System, MIR3, at the Public Safety Office.

BUILDING EVACUATIONS

1. When notified, leave the building from the nearest exit.
2. Follow directions from Public Safety & College officials.
3. Gather outside the building or in a building area designated for emergencies. **DO NOT ASSEMBLE IN THE COURTYARD.**
4. Be at least 100 ft. from any building.
5. Assist others if you are able to do so.
6. Do not return to any building until told to do so by a College official or Public Safety

FIRE/SMOKE

1. If you see smoke or fire, activate the nearest fire alarm/pull station **AND** notify Public Safety (x. 2196).
2. If you hear the fire alarm or see a strobe light flashing, leave the building.
3. Never re-enter the building until you are told to do so by the Fire Dept., Police Dept. or Public Safety.

HAZARDOUS MATERIALS: VOMIT/BLOOD/SPILLS

1. Contact Public Safety (x. 2196).
2. If necessary, evacuate the building and assemble outside.
3. If absolutely necessary, dial 9911(inside) or 911(outside).
4. Never re-enter a building unless told to do so by a College official.

HURRICANE/TORNADO

1. “*Hurricane Watch/Tornado Watch*” means that the conditions are right for an impending event.
2. “*Hurricane Warning/Tornado Warning*” means that such a storm is about to occur.
3. Close all doors; go to a structurally safe area in the building or room; crouch near the floor; cover your head.
4. Wait for announcements from Public Safety, MIR3, or College officials; be prepared to evacuate.

MEDICAL/PSYCHOLOGICAL EMERGENCIES

1. Contact Public Safety (x.2196).
2. If necessary, dial 9911(inside FTC) or 911(outside FTC).
3. Stay with the patient until assistance arrives.

POWER/WATER/HEAT OUTAGES

1. Turn off and unplug all computers and voltage sensitive equipment.
2. Move cautiously to a lighted area.
3. Contact Plant Operations (x 2147; 631-656-2147) or Public Safety(x 2196; 631-656-2196); wait and comply with all instructions.
4. For College computer network or telephone failures, contact the IT Dept. (x. 3150).

SCHOOL/SNOW CLOSINGS

1. Closings may be called for “delayed openings,” “early closings,” or “all classes cancelled.”
2. Listen to MIR3 announcements. Sign up for MIR3 emergency notifications if you have not done so.
3. View the emergency notifications on www.ftc.edu.
4. Call Public Safety (x. 2196; 631-656-2196).
5. Listen for an announcement on the radio or TV, e.g. News12 LI, 880 AM, 1010 AM, 97.5 FM, 102.3 FM.

SEVERE WEATHER ALERT

1. Do not go outdoors. Stay away from the Courtyard and corridors surrounding the school Courtyard.
2. Move to an interior room or hallway on the lowest floor and get beside, not under, a sturdy piece of furniture.
3. Stay away from all windows.
4. Wait for announcement from Public Safety or MIR3.

SHOOTER/VIOLENT INCIDENT

1. Seek safety in a locked room or by leaving the building.
2. Turn off all lights and remain quiet.
3. Call 911 or 9911 and Public Safety (x. 2196).
4. If you cannot speak, leave your phone line open so the dispatcher can hear what is transpiring.
5. Get on the floor near walls and ensure no one is visible.

SUSPICIOUS OBJECT

1. Do NOT touch or disturb any suspicious object.
2. Contact Public Safety (x. 2196).
3. Be prepared to evacuate the building.

SUSPICIOUS PERSON

1. Contact Public Safety (x. 2196 or 631-656-2196).
2. Do not let anyone into a locked office/room behind you.
3. Do not confront the person.

THREATS: BOMBS, PHYSICAL ASSAULTS

1. When informed, contact Public Safety (x.2196).
2. If appropriate, evacuate the building.
3. If a bomb threat, Do NOT Use a cell phone or any electronics that could trigger an explosive device.
4. Report anything or anyone suspicious or threatening to Public Safety (x.2196 or 631-656-2196).