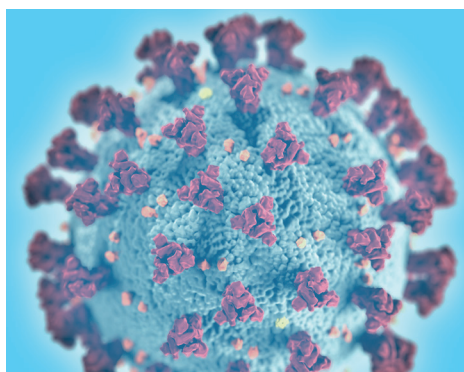
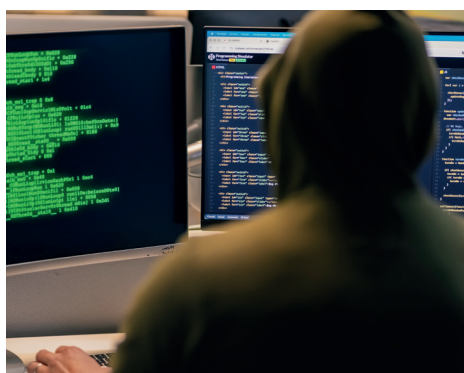
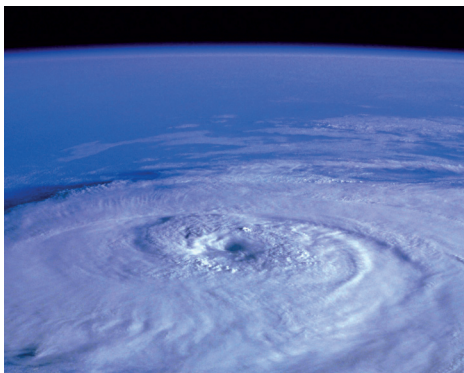


SUNY Westchester Community College

Emergency Preparedness Guide

Are you prepared for the unexpected?



Emergency Resources



On-Campus Contacts

Security Non-Emergency Line (24/7)
(914) 606-6351

Security Emergency Line (24/7)
(914) 606-6911

Security Department Office
(914) 606-7979
security@sunywcc.edu

Dean of Student Life
(914) 606-6335

Employee Assistance Program
(914) 995-6070
WCEAP@westchestercountyny.gov

Student Support Services
(914) 606-6122
Mon–Fri
9:00am–5:00pm

Facilities/Campus Services
(914) 606-6822

Mental Health & Counseling Services
(914) 606-6721
mentalhealthservices@sunywcc.edu

Health Services
(914) 606-6610
Healthoffice@sunywcc.edu

Faculty/Student Association
(914) 347-3910
fsainfo@sunywcc.edu

Student Involvement
(914) 606-6731
getinvolved@sunywcc.edu

Accessibility Services
(914) 606-6273
Accessibility.Services@sunywcc.edu

Title IX Office
(914) 606-6313
titleixcoordinator@sunywcc.edu



TIP:
Save some of these important
phone numbers in your contacts

For more local resources go to:

<https://www.sunywcc.edu/about/diversity-equity-and-inclusion/title-ix/resources/>



Off-Campus Contacts

Westchester County Police Department (24/7, Non-Emergencies)
(914) 864-7700
<https://publicsafety.westchestercountyny.gov/>

Town of Greenvale Police Department (24/7)
(914) 989-1700
<https://greenvale.com/153/Police-Department>

Fairview Fire Department
(914) 949-5600
[FAIRVIEW FIRE DEPARTMENT - News / Events](#)

Westchester County Department of Emergency Services
(914) 995-2000
<https://emergencyservices.westchestercountyny.gov/>

American Red Cross (24/7)
1-800-RED-CROSS (1-800-733-2767)
www.redcross.org/NYC

Suicide & Mental Health Crisis Care (24/7)
National Hotline: 9-8-8
<https://988lifeline.org/>

Westchester County Crisis Prevention and Response Team
(914) 925-5959



Government Resources

NYS Division of Homeland Security and Emergency Services
www.dhss.ny.gov/oem

Federal Emergency Management Agency (FEMA)
www.fema.gov

National Weather Service of New York, NY
www.weather.gov/okx

National Hurricane Center
www.nhc.noaa.gov

Emergency Notifications

SUNY WCC Alert is the official source for emergency alerts, warnings, and information for Westchester Community College. This system can send alerts to students, faculty, and staff through the following delivery methods within minutes:

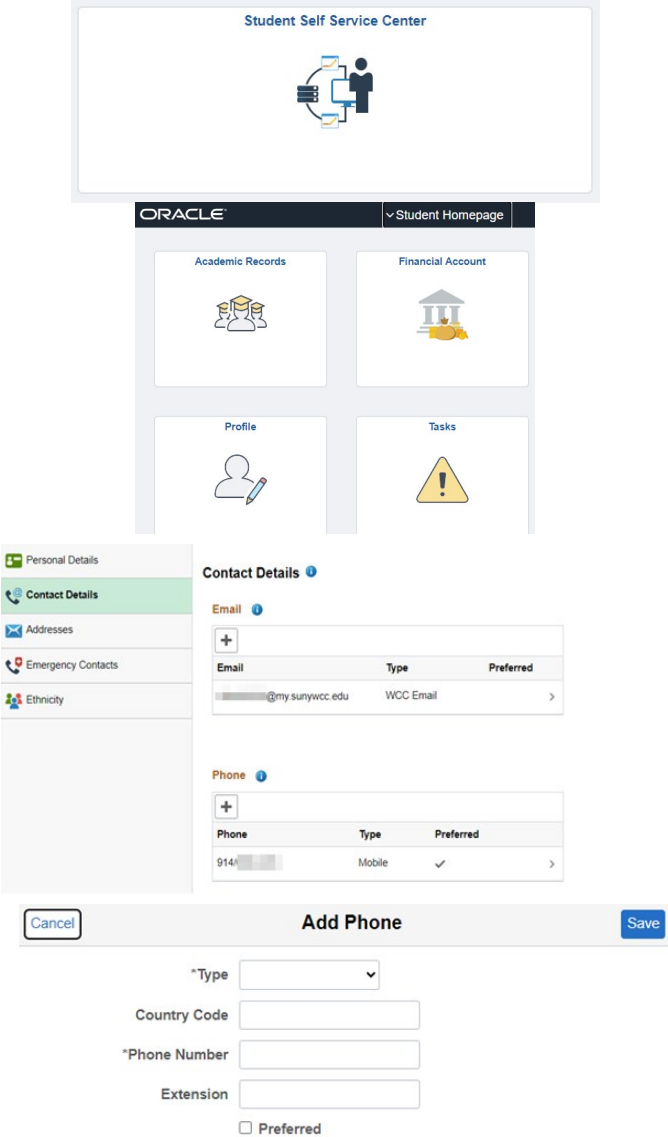
- Email
- SMS Text
- Indoor and Outdoor Loudspeakers
- Digital Signage
- Desktop Alerts

Multiple alerting methods allow redundancy in case of a failure in any one system.

To update your contact information for SUNY WCC Alerts:

1. Log into MySUNY
2. Click on the **"Student Self Service Center"** pane
3. Click **"Profile"**
4. Click **"Contact Details"**
5. Add or change a phone number and mark it as **"Preferred"** (*only one SUNY WCC Alert number allowed*)
6. Click **"Save"** at the bottom

How to Add or Update Your Cellphone



The screenshot shows the 'Student Self Service Center' interface. The 'Contact Details' section is active, displaying a table for phone numbers. The table has columns for 'Phone', 'Type', and 'Preferred'. A single entry is shown: '914...' for 'Mobile' with a checkmark in the 'Preferred' column. Below the table, there is an 'Add Phone' section with input fields for 'Type', 'Country Code', 'Phone Number', and 'Extension', and a 'Preferred' checkbox.

Campus Closures, Class Cancellations & More

All information regarding campus closures, class cancellations, evacuation, and re-openings will be communicated through:

- Website Alert System
- Calling the college at 914-606-6900
- Phone/Text message



TIP:

Please ensure SUNY WCC has your current contact information so that you receive emergency notifications.!

Some emergency events can occur quickly or without advanced warning. Information regarding class cancellations, campus closures, or evacuations will be communicated with students, faculty, and staff as quickly as possible.



Make a Plan

Fill out this information to always know who to contact and where to go during emergencies.

**Ask about allergies, lifesaving medical or accessibility devices.*

Household & Roommate Information

Address: _____

Name: _____ Cell #: (____) ____ - ____

Other #: (____) ____ - ____ Email: _____

*Important Medical or Other Info: _____

Name: _____ Cell #: (____) ____ - ____

Other #: (____) ____ - ____ Email: _____

*Important Medical or Other Info: _____

Name: _____ Cell #: (____) ____ - ____

Other #: (____) ____ - ____ Email: _____

*Important Medical or Other Info: _____

Emergency Contacts

Name: _____ Cell #: (____) ____ - ____ Other #: (____)

- ____ Email: _____ Address: _____

Name: _____ Cell #: (____) ____ - ____ Other #: (____)

- ____ Email: _____ Address: _____

Name: _____ Cell #: (____) ____ - ____ Other #: (____)

- ____ Email: _____ Address: _____

Other Important Numbers

Poison Control: (____) ____ - ____

Doctor: _____

Contact #: (____) ____ - ____

Dentist: _____

Contact #: (____) ____ - ____

Medical Insurance: _____

Contact #: (____) ____ - ____

Policy #: _____

Homeowner/Rental Insurance: _____

Contact #: (____) ____ - ____

_____ Policy #: _____

Veterinarian: _____

Contact #: (____) ____ - ____

Other: _____

Other: _____

Emergency Meeting Places

Address: _____

Instructions: _____

Address: _____

Instructions: _____



TIP:

Take a picture of this page to keep on your phone and send to friends and family.



- ☐ Water (1 gallon per person per day for several days + 1/2 gallon per day for pets)
- ☐ Food (non-perishable items and dry goods for several days)
- ☐ Backpack or duffle bag (to store supplies)
- ☐ Manual can opener
- ☐ Hand-crank or battery-powered weather radio
- ☐ Flashlight
- ☐ Batteries
- ☐ Medications
- ☐ Portable phone chargers (back-up charging cables)
- ☐ Cash
- ☐ Extra clothes
- ☐ Toiletries (soap, toothbrush & toothpaste, feminine hygiene products, etc.)
- ☐ First aid kit
- ☐ Blanket or sleeping bag

- ☐ Pet supplies (leash, food, medication, toys)
- ☐ Baby/Child supplies (formula/food, diapers, medication, toys, books)
- ☐ Recovery tools (tarp, rope, trash bags, dust masks, duct tape, etc.)
- ☐ Important documents folder (copy of ID, medical and housing information)



- County of Westchester
 - <https://www.westchestercountyny.gov/>
 - Facebook: Westchester County Government
 - X: @westchestergov
- Westchester County Dept. of Emergency Services
 - <https://emergencyservices.westchestercountyny.gov/>
 - Facebook: Westchester County Department of Emergency Services
 - X: @westchestergov
- Westchester County Emergency Alert System
 - www.westchestercountyny.gov/alerts/emergency-alert-sign-up
- NOAA Weather Radios
 - NYC Frequency: 162.550
 - Riverhead Frequency: 162.475
- National Weather Service New York City
 - www.weather.gov/okx
 - Facebook: US National Weather Service New York NY
 - X: @NWSNewYorkNY
- WARY-FM
 - Westchester: 88.1 FM



TIP:
Keep your supplies in a backpack, suitcase, or other storage bin that is easy to move in case you need to evacuate.



Hazards Facing WCC

Westchester Community College is vulnerable to a number of natural and technological, or human-caused, hazards, such as:

- Nor'easters and Hurricanes
- Tornadoes
- Flooding / Flash Flooding
- Severe Weather and Extreme Cold & Heat
- Utility Disruptions
- Law Enforcement Action (terrorism, bomb threat, active threat, civil disturbance, etc.)
- Cyberattack
- Wildfire and Structural Fires
- Wintery Precipitation (snow, sleet, freezing rain)
- Hazardous Materials
- Infectious Disease
- Geological Movement / Earthquake
- Transportation Disaster (aviation, rail, mass transit)

"Watch" vs. "Warning"

The National Weather Service will issue a "watch" or a "warning" for most weather-related hazards. What's the difference between them?

Watch

Conditions are "possible."
Longer lead time / not immediately expected

"We have the ingredients to make tacos."

Warning

Conditions are "imminent" or "occurring." Take immediate protective actions

"We are having tacos. Right now."



TACO WATCH



TACO WARNING

Source: Normal Fire Department (Normal, Illinois)

Stay Informed at:
WCC Security

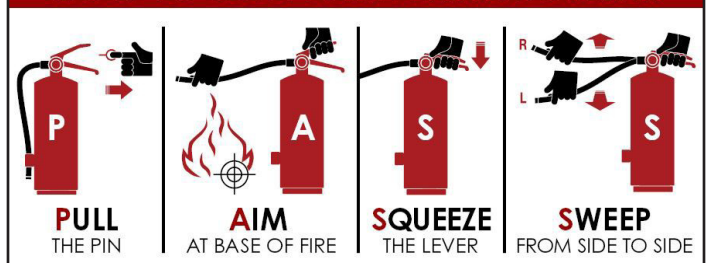


Protective Actions

Prepare Your Office

- 1 Keep updated digital and hard copies of all important information, like critical contact numbers, emergency plans, policies and procedures, etc.
- 2 Digital files can be kept on cloud-based servers, such as SharePoint, or on external drives, like flash drives.
- 3 Unplug electronics, raise equipment off the floor, if possible, and cover with plastic sheeting or trash bags in case of water intrusion.
- 4 Learn your building evacuation plan and participate in fire drills.
- 5 Do not hang anything from sprinkler heads. Know where fire extinguishers are located and how to use them.

HOW TO USE A FIRE EXTINGUISHER



Prepare Your Home & Apartment

Take pictures of items, such as furniture, electronics, appliances, jewelry, etc.

- ☒ Make sure your insurance is up-to-date and covers what you need.
 - !!! Homeowners & renters insurance typically does not cover flood damage, so you may need to purchase additional flood insurance.
- ☒ Strengthen your home as best you can.
 - ☒ Install hurricane-rated roof straps, windows, or shutters.
 - !!! If you do not have hurricane-rated windows or shutters, board up windows with wood.
- ☒ Prepare an evacuation plan in case of fire or hurricane.
 - !!! Most house fires start while cooking - keep a fire extinguisher in a kitchen cabinet.
 - 📍 Plan to travel tens of miles, not hundreds, to evacuate a hurricane, check local shelters.

Automated External Defibrillators are located in all administrative and academic buildings on the WCC Main Campus as well as all WCC Extension Centers





During an Emergency

Personal Protective Actions

- If under some kind of weather warning, shelter in an interior room without windows.
- If under a flash flood warning, seek higher ground or stay on high ground, if safe.
- TURN AROUND, DON'T DROWN®. Do not walk or drive through flooded areas. The water could be deeper than you think or can be moving fast and sweep you away.
- WHEN THUNDER ROARS, GO INDOORS. Seek shelter in a permanent structure if you hear thunder or see lightning.
- Picnic areas, tents, or other semi-covered outdoor structures are not safe.



In an active assailant situation follow **Avoid**. **Deny**. **Defend**. Request trainings with WCC Security.

IN THE EVENT OF AN ACTIVE SHOOTER

AVOID

BE aware of exits
Quickly evacuate
Alert others but do not stop
Keep moving
Do not hesitate
Leave all belongings
Seek secure location
Keep your hands raised and open
Follow police instructions

DENY

If you cannot make it to an exit, barricade yourself
Lock the doors, stay away from windows and be quiet
Silence your phone
Find something to defend yourself with and wait for authorities

DEFEND

Fight only as a last resort
Use improvised weapons
Use teamwork and surprise
Fight for your life



Recovery

Tap into assistance provided by campus and government organizations after a disaster.

Damage Assessment

Take photos of all damaged items.

Wear closed-toe shoes, long pants and long sleeved shirts, and a dust mask if cleaning up.

Do not walk or drive through flooded areas. There could be unseen hazards, such as sharp debris and downed power lines, that you cannot see.

Power Outages

Report power outages to your utility company.

Place all generators outside. Running generators indoors can cause carbon monoxide poisoning from the emissions.

Frozen food can be stored safely for two days if the freezer door is kept shut.

Refrigerated, perishable foods should be moved into an ice-filled cooler after four hours.

Personal Preparedness

Personal preparedness ensures individual safety and resilience during emergencies or disasters. Individuals can respond effectively when disaster strikes by having a plan in place, knowing evacuation routes, assembling emergency supplies, and staying informed. Personal preparedness helps reduce panic, minimize harm, and increase the likelihood of a quicker recovery. It also supports the broader community by easing the strain on emergency services, allowing first responders to focus on the most critical needs. Being personally prepared is vital to protecting yourself and those around you during an emergency.