A GUIDE FOR OFF-CAMPUS STUDENTS
2013 - 2014

MERCY COLLEGE
FOR ALL EMERGENCIES DIAL 911

The appropriate Ambulance, Police or Fire Department
Will Be Dispatched

Dobbs Ferry Police Department- Emergency - 911
Dobbs Ferry Fire Department- Emergency - 911
Dobbs Ferry Police Department- Non Emergency - 914-693-5500
Dobbs Ferry Fire Department- Non Emergency - 914-693-0310
Mercy College Safety and Security - 914-674-7225
Village of Dobbs Ferry website: http://www.dobbsferry.com

Westchester County utilizes the enhanced version of 911. In addition to the standard feature of being able to call at any time from any phone without cost, the enhanced version utilizes a geographical locator. When you dial 911 from a land line in Westchester, you will be connected to operators at your local police department for immediate assistance. By routing calls to live dispatchers who see the address and number of the caller, the Enhanced 911 Service (E911) used by the County ensures efficient and rapid response to police, fire and EMS emergencies.

When using a cell phone to dial 911, your call will first be routed to State Police who will then transfer you to the appropriate local police department. It is important to note that E911 is currently unavailable to callers dialing 911 on their cell phones.

For any non-emergency problems, ask your landlord if your residence is located within the Village of Dobbs Ferry in order to find the appropriate contact method for external offices in the community.
PROTECT YOURSELF

- Be alert for all fire hazards and risks and take the appropriate steps to eliminate them.
- Respond to every alarm and evacuate quickly.
- Tampering with smoke alarms, pulling an alarm in the absence of smoke or fire or inappropriately using fire protection equipment are criminal offenses. These dangerous pranks could result in serious injuries or death and should be reported immediately.

GETTING OUT

- If you get caught inside of a building that is on fire, survival is your top priority.

Feel the Door Handle

- If the door handle is hot, don’t open it.
- Go to a window and call for help.
- If the handle is not hot, open the door with caution.
- Check for smoke or fire before leaving the room.

Get Out of the Building Before Phoning For Help

- Don’t take time to phone before leaving.
- Get out and find a phone.
- Pull the Fire Alarm on Your Way Out

Don’t Look for Other People or Gather Your Belongings

- Knock on doors as you leave.
- Yell “FIRE” as you leave.
- Don’t hesitate or stray from your designated fire evacuation path as you leave.

Crawl Low to the Floor

- Thick smoke can make it impossible to see.
- Toxic chemicals from smoke can be deadly within minutes of exposure.

Close the Door Behind You

- You may help keep the fire from spreading.
- You can help protect your possessions from fire and smoke damage.

If You Can’t Get Out, Get Someone’s Attention

- Yell and Scream.
- Hang a sheet from the window.
- Stay low. There is less smoke and poisonous gas close to the floor.

FIRE PREVENTION

- Never leave food cooking on the stove unattended.
- Do not overload electrical outlets.
- Put out candles and incense when unattended.
- Do not barbeque within 15 feet of your porch or home.
- Extinguish all smoking materials thoroughly.
- Don’t smoke while tired or impaired or when lying down.
- Keep room clutter to a minimum.
- Fire hazards in your facility should be immediately reported to your landlord.
- Clean up promptly after parties and take all trash outside.
GENERAL SAFETY TIPS

- Let others know where you are going and when you plan on returning.
- Use good judgment and remain conscious of your surroundings at all times.
- Go out with friends and come back with them.
- Always lock the doors of your apartment and vehicle.
- Use the peephole in your door when greeting unexpected visitors. If you do open the door, leave the chain on and act like there’s someone with you. If you don’t know the person, then don’t open the door.
- Do not post your name on your mailbox or anywhere on the building.
- Register your off-campus address with Mercy College’s Registrar Office for an emergency contact.
- When using an answering machine message, record only your phone number and avoid saying your name.

DOORS, WINDOWS AND INTERIOR

- Have a peephole installed in the exterior door.
- Remember to change the locks when moving into a new house or apartment or if you lose your keys at any point during your tenancy. Keep doors and windows locked at all times.
- Blinds or curtains should be closed at night to prevent criminals from window shopping.
- Don’t leave notes on the door when going out. Do not place spare keys in potted plants, under the doormat or in the mailbox.
- Leave your lights on when going out at night. Use a timer to turn lights on and off when you are away for an extended period.
EXTERIOR

- Clearly display the numerical address of your home on the exterior of your premises. This is required by law and allows police, fire and ambulance personnel to quickly and accurately locate your home in the event of an emergency.
- Leave the lights on if you plan to return home after dark.

GUESTS

- Repairmen or utility meter readers should not be allowed to enter unless they can furnish ID or verify their presence by calling the utility company, which they represent.

CARS

- Always lock your car.
- Keep your valuable items in the trunk or completely out of sight.
- Park in brightly lit and busy areas. Avoid leaving your vehicle in unattended parking lots for long periods of time.
- Do not leave vehicle registration information, important papers or credit cards in your vehicle.
ALCOHOL AND PARTIES

Each student must assume responsibility for his or her compliance with the New York State law.

- New York State law prohibits the consumption or purchase of alcohol for individuals under the age of 21. The law also prohibits serving alcoholic beverages to minors (under 21) and carries possible fines of $50.00. Continual offences may result in fines up to $1,000.

- Consuming alcoholic beverages in public places, including roads and sidewalks, is illegal and can carry possible fines up to $50.00.

- All consumption of alcohol must occur within your house.

- The “Open Container Law” states that it is illegal to possess an open container holding an alcoholic beverage in a public place with the intent to consume. If the seal is broken, the container is not full or if you are intoxicated, it is presumed that the intent to consume is present. Partygoers leaving a residence and walking on the sidewalk with cups containing alcohol are likely to be found in violation of this law.

WHEN HOSTING A PARTY, KEEP IN MIND THE FOLLOWING:

It is your responsibility to stay in control of yourself and your guests. For your safety and the safety of your guests, avoid overcrowding. This can block exits and cause porches to collapse. Do not allow vehicles to block the street or permit inappropriate use of “outdoor bathroom facilities.”

Remember to:
- Talk to your neighbors.
- Clean up promptly after the party.
- Avoid excessive alcohol consumption, which increases risk of personal injury or death, sexual assault or legal problems.

Don’t let guests leave your home under the influence of alcohol or drugs! Driving while intoxicated endangers both the life of the driver and the lives of others and can result in criminal charges.

New York State legislation carries tough penalties for drunk and drugged driving. Any alcohol or drug conviction includes a six month suspension of an individual’s driver’s license. Any minor charged with an alcohol related offense has their junior license suspended automatically. The state’s official ‘Driving While Intoxicated’ level has been lowered to .08 BAC.

You can be held responsible for driving accidents caused by party attendees and can be sued for damages or injuries they instigate.
Probably one of the biggest concerns for residents living near an apartment or home occupied by college students is the potential for a noisy environment. Please be aware that Dobbs Ferry has a PEACE AND GOOD ORDER Article which addresses excessive noise levels. It is unlawful for any person to make loud, disturbing and unnecessary noise. Unreasonable noise is defined as any excessive or unusually loud sound which injures or endangers the repose, health, peace or safety of an individual, causes injury to animal life or damages to a person’s property or business. Yelling, shouts, hooting, whistling or singing on the public streets is not tolerated. You may also be fined up to $250.00 for Disorderly Conduct, which includes fighting, unreasonable noise, obscene language and gestures, disturbance of lawful assembly, obstruction of traffic (vehicular or pedestrian) and unlawful congregation in a public place. Please be respectful of other residents who live in your neighborhood.

GARBAGE PICKUP AND RECYCLING

Garbage pickup times in the Village of Dobbs Ferry is scheduled according to your street. Garbage pickup is either Monday and Thursday or Tuesday and Friday.

Recycling is collected for the entire Village on Wednesday.