



Emergency Evacuation Procedure

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A. PURPOSE

The College has a Crisis Management Plan (CMP) covering specific procedures for personnel to follow in an emergency. Additionally, each academic and administrative department/unit should have a procedure in place to assist them in accounting for staff members and students in an emergency.

This document can always be found in the Teachers College Policy Library here:

<https://www.tc.columbia.edu/policylibrary/policies/evacuation-procedures-1232286/>

B. SCOPE

The TC Emergency Evacuation Plan (EEP) requirements apply to all TC students, employees, visitors, and contractors living, working at, or visiting Teachers College property. Participation in building evacuations, both actual and practice/drill events, is **mandatory**.

C. PROCEDURE

This section provides general guidelines about evacuation procedures for everyone, including persons with disabilities who may have difficulty exiting during a fire or other building emergency. Be familiar with evacuation options.

Every building has evacuation signage posted on each floor, clearly defining the exits and evacuation routes. Occupants should utilize the nearest safe exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

Do Not Use Elevators, Unless Otherwise Instructed by Emergency Personnel.

Building Evacuation Routes

Floor plans and evacuation routes are posted in each classroom and at each elevator landing of every building on campus. Check your classroom(s) to see if the plans are posted.

Staff/New Employee Orientations

New employees will be supplied with information on the Emergency Evacuation Plan as part of their new employee orientation. New employees will be responsible for reviewing the plan and becoming familiar with its content.

(See procedures instructions below; Gen. All Hazards Evacuation.)

Staff / Faculty / Students Responsibilities

- Know how to report an emergency from the classroom being used.
- Provide their classes or audiences with general information relating to emergency evacuation procedures. This information should be shared during the first week of class or at the start of a seminar. *(See Appendix A for more details)*

- Each academic and administrative unit shall designate an assembly point across the street from campus and away from the emergency.
- Assembly points will assist departments in accounting for missing or injured individuals.

General All Hazards Evacuation Procedures for Students, Faculty, and Staff Including Academic and Residential Halls

- Evacuation during a fire alarm: Occupants are instructed to exit the building at the nearest exit immediately, or if the exit is not accessible, use the alternate exit or evacuation option.
- Students shall be instructed that when evacuating a campus building, they are to cross the street away from the building and away from where the emergency is occurring. Faculty /Staff members are instructed to report any classroom or office occupant who has not evacuated to TC Public Safety or other emergency personnel.
- Each academic and administrative unit shall designate an assembly point across the street from campus and away from the emergency. Assembly points will assist departments in accounting for missing or injured individuals.

D. EVACUATION PLAN SIGNAGE AND TERMS:

Each building has evacuation signage posted on each floor, clearly defining the exits and routes. Students/Staff/Visitors should be familiar with the signage and utilize the nearest safe exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

1. **Stairwell Evacuation:** to the outside or another building, if available
2. **Horizontal Evacuation:** using building exits to the outside ground level or going into unaffected wings of adjacent buildings. For example, evacuating from Thompson to Zankel or from Macy to Zankel or Macy to Grace Dodge. Note: Horizontal evacuation is only available in the Academic Buildings on campus.
3. **Shelter in Place:** Remaining where you are until the threat is over or assistance arrives.

E. EVACUATION ASSEMBLY POINTS:

After exiting, faculty/staff should report to their designated assembly points and are to account for all occupants. The faculty/staff member in charge should inform emergency personnel of any individuals with disabilities waiting to be evacuated or individuals trapped in locations within the building.

F. EVACUATION GUIDELINES FOR PERSONS WITH DISABILITIES

This section provides general guidelines and evacuation procedures for persons with disabilities who may have difficulty exiting during a fire or other building emergency.

Each building has evacuation signage posted on each floor, clearly defining the exits and routes. Occupants should utilize the nearest safe exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

Do Not Use Elevators, Unless Otherwise Instructed by Emergency Personnel

- **Stairwell Evacuation:** Use stairwells to reach ground-level exits from the building.
- **Horizontal Evacuation:** using building exits to the outside ground level or going into unaffected wings of adjacent buildings. For example, evacuating from Thompson to Zankel or from Macy to Zankel, or Macy to Grace Dodge. Note: Horizontal evacuation is only available in the Academic Buildings on campus.
- **Shelter in Place:** Remaining where you are until the threat is over or assistance arrives.

If persons with mobility-related disabilities cannot exit, they should be relocated to a safer area (e.g., most enclosed stairwell landings), into an adjoining building behind the fire doors, or to an office with a closed door at a safe distance from the hazard. Faculty /Staff members are instructed to report any classroom or office occupant who has not evacuated to TC Public Safety or other emergency personnel.

Evacuation Options for Individuals with Disabilities (Non-Mobility Related)

Follow the basic Evacuation Procedures listed above and:

Deaf and Hearing Impaired:

- If a Deaf / Hearing-impaired person does not hear the audible fire alarms, tell the person the nature of the emergency by writing a note, speaking clearly to allow for lip reading, or using American Sign Language.
- Give verbal instructions on the safest route or direction using estimated distances and directional terms.
- Do not grasp a visually impaired person's arm. Offer your arm for guidance.
- As you walk, tell the person where you are and where obstacles and fixtures are located.

G: EVACUATION ASSEMBLY POINTS

- After exiting, the faculty/staff member in charge is to account for all students and staff and is to inform emergency personnel of individuals with disabilities who are waiting to be evacuated or of individuals who are trapped in locations within the building.
- Each academic and administrative unit shall designate an assembly point across the street from campus and away from the emergency. Assembly points will assist departments in accounting for missing or injured individuals.

APPENDIX 1 - CLASSROOM EMERGENCY PROCEDURES

1. When you hear the **fire alarm**...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
- Leave the room/lab and go to the nearest building exit. Know the location of alternate exits.
- **DO NOT USE THE ELEVATORS!**
- Go to the Emergency Assembly Point. Exception: Persons with disabilities may shelter in place, move to a stairwell, or evacuate horizontally into another building.

2. When there is a **power outage**...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long-term, everyone should calmly collect their materials and carefully exit the building.

3. If there is an **earthquake**...

- **Drop and Cover** your head for protection from material that might fall from the ceiling or walls.

After the shaking stops, calmly evacuate the building and await further instructions from Public Safety / Emergency responders.

APPENDIX 2 - BUILDING EVACUATION PLANS

The evacuation plans should be a guide when developing evacuation procedures for all building occupants. Evacuation routes should be available for employee review and posted at various locations.

Fire exit drills are necessary to refine the evacuation procedure.

Evacuation Plans:

Each building has evacuation signage posted on each floor, clearly defining the nearest exit routes. Occupants should utilize the nearest safe exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

Assembly Points:

Each academic and administrative unit shall designate an assembly point across the street from campus and away from the campus's emergency. Assembly points will assist departments in accounting for missing or injured individuals.

Assembly points should not be near exits or fire hydrants and should be far enough away from campus so as not to interfere with emergency operations. Missing individuals should be reported to TC Public Safety or emergency responders.

APPENDIX 3 - ADA EMERGENCY EVACUATION PROCEDURE

WHEN FIRE ALARMS SOUND/FLASH:

EXIT the building immediately using the most direct route possible.

In Case of Fire – Do Not Use Elevators – Use Stairways!

INDIVIDUALS WHO NEED ASSISTANCE

Individuals who need assistance during an evacuation are encouraged to identify someone in advance who might assist them in leaving the building or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

1. Ask for assistance to the nearest EXIT or room near a stairway with a window.
2. Note the room number of the location where you are. Ask someone leaving the building to notify emergency personnel of your location.
3. If a phone is available, call-911. State your location.

AREAS OF RESCUE

Areas of Rescue Assistance are designated places where persons with mobility-related disabilities may remain temporarily safe while awaiting further instructions or assistance during emergency evacuations. Currently, no campus building has an Area of Rescue Assistance operationally approved by the FDNY. Individuals with mobility-related disabilities should employ the following evacuation option that best meets their individual needs. There are other options:

- **Stairway Evacuation** - to exit the affected building(s) to the outside.
- **Horizontal Evacuation** (option) to evacuate to an adjacent building or exit through an adjoining building.
- **Shelter in Place** unless danger is imminent

All other individuals should exit the building as prescribed in the emergency evacuation signage throughout campus.

APPENDIX 4 - RESIDENTIAL BUILDING EVACUATION ASSEMBLY POINTS

Upon Evacuation, The Following Assembly Points Are Recommended For Each Residential Building:

New Res Hall - 517 West 121st Street:

- South Tower Residents - Assemble at the Northwest corner of 121st Street and Amsterdam Avenue
- North Tower Residents - Assemble at the Southwest corner of 122nd Street and Amsterdam Avenue

Grant Hall - 514 West 122nd Street:

- Assemble at the Southwest corner of 122nd Street and Amsterdam Avenue

Sarasota Hall - 512 West 122nd Street:

- Assemble at the Southwest corner of 122nd Street and Amsterdam Avenue

Bancroft Hall - 509 West 121st Street:

- Assemble at the Northwest corner of 121st Street and Amsterdam Avenue

Whittier/Lowell - 1230 Amsterdam Avenue:

- Assemble at the Northwest corner of 121st Street and Amsterdam Avenue - *Use caution while crossing the street*

Seth Low - 106 Morningside Drive:

- Assemble at the Northeast Park Side of 120th Street and Morningside Drive - *Use caution while crossing the street*