Emergency Procedures

Campus Safety Committee
Teachers College Emergency Plans

Emergency Evacuation & Operations Plan

Business Resumption/Disaster Recovery

Office of Safety & Security Plan

Department Plan
Committee Membership

Chair – Jim Mitchell
- Sherrish Holloman
- Tim Kingsley
- Archie McAlister
- Kathleen O’Connell
- Janice Robinson
- Stacy Thomas
- Donna Campbell Shaw
- Jim Westaby

Director of Housing / Security
Student Senate Representative
Chief of Campus Safety and Security
Director of Facilities
Professor, Nursing Education
Special Counsel to the President
Secretary, Academic Computing
Risk Manager
Assistant Professor, Psychology and Education
Emergency Exit Guidelines

- Individuals with mobility challenges should employ the following evacuation option that best meets their individual needs.
  - *Horizontal Evacuation* to outside or another building, if available
  - *Stairway Evacuation* if possible
  - *Stay in Place* and signal, unless danger is imminent

- All other individuals should exit the building as prescribed by the emergency evacuation signs throughout campus.
Types of Evacuation – Emergency Exit Operation

- External
  - Fire
  - Bomb Threat (Possibly)
  - Earthquake (Exit after shaking stops)
- Internal
  - Weather
  - Nuclear / Biological / Chemical
    - Relocation area = Horace Mann Auditorium
- Emergency Exits vs. Regular Exit
  - Horace Mann (Magnetic Locks)
  - Thompson (Detex Lock)
  - Thorndike (Roll Down Gate)
Horace Mann
Thorndike
Classroom Procedures -

- Faculty are asked to:
  - 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)
  - Know how to report an emergency from the classroom being used.
  - Follow emergency procedures for all building alarms and emergencies.
Classroom Procedures

- When you hear the fire alarm...
  - The elevators cannot be used during a fire alarm!
  - Everyone should calmly collect his or her coats and books and exit the classroom, lecture hall, or laboratory.
  - Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
Summary

- Know your work area/classroom
- Know where your exits are located
- Know at least two ways out (read evacuation signs)
- Know the location of fire extinguishers
- Know the location of fire alarm pull stations
- Have an escape plan!!
- Read the EEOP