Emergency Procedures - ADA

Campus Safety Committee
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
Campus Safety Committee Goals

IMMEDIATE GOAL

Develop an Emergency Evacuation and Operations Plan ("EEOP") for the campus that provides guidelines for:

- General Building Evacuation
- Fire and other emergencies (bomb threat, earthquake, weather, etc.)
- Classroom emergency procedures
- Evacuation procedures for individuals with disabilities

ONGOING GOAL

Identify operational issues which can improved so that the safety of the Teachers College faculty, staff and students is ensured.
Objectives of Training

- Trainee will be able to identify the components on an evacuation plan.

- By the end of the training, the trainee will be able to describe the value of evacuation planning.

- Provide a general overview of the EEOP and introduce you to specific topics
  - Fire issues, External Evacuation, Internal Evacuation, ADA Issues, Classroom Issues
General Evacuation Guidelines For People with Disabilities (Mobility Related)

- DO NOT use elevators unless authorized to do so by police or fire personnel.

- Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons.

- If people with mobility impairments cannot exit or be lifted, they should be moved to a safer area, (e.g., most enclosed stairwells), into an adjoining building behind the fire doors, or to an office with a closed door located a safe distance from the hazard.
Evacuation Options For Individuals with Disabilities (Mobility Related)

- **Horizontal** evacuation: using building exits to the outside ground level or going into unaffected wings of multi–building complexes. For example, individuals may go from Main to Grace Dodge, or from Macy to Main.

- **Stairway** evacuation (if possible): using steps to reach ground level exits from the building.

- **Stay in Place**: unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. Make sure someone can report your location.
Types of Evacuation – Emergency Exit Operation

- **External**
  - Fire
  - Bomb Threat (Possibly)
  - Earthquake

- **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
Emergency Evacuation and Operations Plan

- Emergency Communications
- Procedures for Individuals with Disabilities
- Classroom Procedures
- Unique types of threats
  - Fire
  - Earthquake
  - Bomb Threats
EEOP - Fire Safety Director

- The Chief of Safety and Security Mr. Timothy Kingsley is the College Fire Safety Director. He or his designee is responsible for coordinating all fire evacuations and drills.

- Each supervisor in the Office of Safety and Security serves as a deputy Fire Safety Director.

- These individuals are certified by the NYFD.
Summary

- Know your work area
- Know where your exits are located
- Know at least two ways out
- Know the location of fire extinguishers
- Know the location of fire alarm pull stations
- Keep your work area safe
- Have an escape plan!!
- Read the EEOP