

**Teachers College
Columbia University**

**Emergency Evacuation and Operations Plan
(EEOP)**

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Emergency Evacuation and Operations Plan (EEOP)

A. PURPOSE

The Campus Safety Committee in conjunction with the Office of Safety and Security developed this Emergency Evacuation and Operation Plan (EEOP) to assist departments, faculty, staff and students that occupy campus buildings in preparing for building emergencies.

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Teachers College for fire and other emergency evacuations. This plan has been created in an effort to establish safe guidelines for all employees, students and visitors in the event of an emergency as prescribed by the Occupational Safety & Health Administration section 1910.38.

B. SCOPE

This EEOP plan applies to all occupants of campus buildings regardless of their department or organization affiliation.

C. COORDINATION WITH OTHER EMERGENCY PLANS

A building's evacuation and operation plan is a key component in department safety plans and College disaster planning and must be coordinated with these other emergency/safety plans.

1. TC Emergency Operations Plan

This EEOP outlines procedures and duties for obtaining information, communicating with Teachers College Security, responding to non-fire building emergencies, and other contingencies that are consistent with Teachers College's plan for large scale or campus-wide emergencies.

2. Departmental Emergency Operations Plan

Individual academic and administrative units are also required by the Occupational Safety & Health Administration section 1910.38 to develop their own plans to meet individual needs. Staff from the Office of Safety and Security is available to assist, but review and dialog among departmental management must be part of the process.

D. EMERGENCY RESOURCES AND CONTACTS

1. TC Security

The Office of Safety and Security maintains an emergency communication post 24 hours a day, 7 days a week at the Main Hall desk. To report an emergency of any kind, dial extension 3333 from any telephone with a campus prefix to reach TC Security. If using either a private or pay phone, dial 678-3333. For police or fire emergency, dial 9-911 from any campus phone.

2. Office of Facilities Management

Facilities Management maintains a 24 hours a day, 7 days a week response unit. This support includes, but is not limited to, operating the heating, ventilation, and air conditioning systems (HVAC) as well as the shutdown of steam, water, electrical, and other utilities. If you have a facilities related emergency during normal operating hours, call extension 3010. After 5:00 p.m. and during weekends and holidays, call extension 3333.

E. EMERGENCY COMMUNICATIONS

1. Telephones

The campus telephone system will be used to the extent possible. To ensure communications in case of a major power failure, the campus telecommunications system has a ten-hour battery backup feature.

If there is a need to call for emergency services from an outside agency (police, fire department etc.), this can be accomplished by dialing 9-911 on any campus telephone.

2. Messengers

In case of total telephone system failure, each department should designate one messenger to communicate with the Main Hall security desk.

3. Monitored Systems

The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back up capacity, by the TC Security Department's Communication Center. All alarms result in an automatic response by NYFD, security personnel, facilities personnel and other emergency services as needed.

F. EXPECTATIONS FOR DEPARTMENTS AND STAFF

1. Employees, Faculty, & Staff are responsible for:

- a. Being familiar with and following EEOP procedures when required.
- b. Participating in drills and training as required.
- c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. It is suggested that each faculty member give a brief orientation during the first class session to assure that students are aware that evacuation is required when the alarm system is activated, and that they know where the nearest exits are located (See section H page 7). Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

G. EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides a general guideline of evacuation procedures for persons with disabilities who may have difficulty exiting during fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, faculty, Disabled Student Services, or the Office of Safety and Security about evacuation plans for buildings.

Emergency Exit Policy

Currently, no campus building has an Area of Rescue Assistance that is operationally approved. Areas of Rescue Assistance are designated places where people with disabilities remain temporarily in safety to await further instructions or assistance during emergency evacuations. Currently, individuals with mobility challenges should employ one of the following evacuation options that best meets their individual needs.

General Evacuation Guidelines For People with Disabilities (Mobility Related)

1. DO NOT use elevators unless authorized to do so by police or fire personnel. If the situation is life threatening, call 9-911 from a campus telephone, or 911 from a non-campus or pay telephone.
2. All emergency exit corridors and stairwells are resistant to fire and smoke for approximately two hours. These are the safest areas during an emergency evacuation. Disabled persons are advised to proceed to them. Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons.
3. 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.
4. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using either an evacuation

chair or carry technique. DO NOT evacuate the disabled in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. **Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.**

Evacuation Options For Individuals with Disabilities (Mobility Related)

In order to meet the guidelines listed above, there are three basic evacuation options:

- **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 Thompson to Main, or from Macy to Main or Macy to Grace Dodge.
- **Stairway** evacuation: 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. With this approach, the person may keep in contact with emergency services by dialing 9-911 or extension 3333 and reporting his or her location directly to TC security or other emergency personnel. Emergency services will immediately relay this location to on-site emergency personnel who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is neither nearby nor available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A fire label on the jam and frame can identify a “solid” or fire resistant door. Non-labeled 1-3/4” thick solid core wood doors hung on a metal frame also offer good fire resistance.

Specific Guidelines for Unique Circumstances (Non-Mobility Related)

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

1. Persons Who Are Not Able to Exit Using Stairs

- Persons using wheelchairs may evacuate horizontally into another building. Stairway evacuation of wheelchair users should be conducted by trained professionals (NYFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs or moving an individual is not safe unless an individual has the proper training. The individual needing assistance should be consulted about the proper way to move him/her.
- Persons with mobility impairments, reduced lung capacity, severe back ailments, heart disease or other conditions that may cause him/her to navigate stairs slower than those without one of these conditions may be able to negotiate stairs in an emergency with minor assistance. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other evacuation options until the emergency personnel arrive and determine if evacuation is necessary.

2. Deaf and Hearing Impaired

- Deaf and hearing-impaired persons may not hear audible fire alarms.
- Get the attention of a person with a hearing disability by touch or eye contact, or by turning the light switch on and off. Do not use the light switch method if you smell natural gas in the area. Clearly state the problem. Be prepared to write a brief note to advise of the situation and evacuation instructions.

3. Visually Impaired

- Tell the person the nature of the emergency. Give verbal instructions to advise about 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 are located. When you reach safety, orient the person to the location and ask if further assistance is needed.

H. CLASSROOMS EMERGENCY PROCEDURES FOR FACULTY

Faculty and adjuncts are expected to:

1. 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)
2. Know how to report an emergency from the classroom being used.
3. Assure that persons with unique needs have the information they need. The faculty member should be familiar with the procedures for individuals with mobility challenges and be able to direct visitors with different needs. (See Section G page 4).
4. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

As a faculty member, what do I need to know about Emergency Preparedness?

The faculty member is usually seen as an authority figure for the student, and can influence how the student responds in an emergency. Calm, collected, and clear directions given by the faculty member will have a calming effect on the students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe evacuations.

1. Emergency Evacuation and Operations Plan (EEOP)

The College has a written emergency plan covering specific procedures for personnel to follow in case of an emergency. Additionally, each academic and administrative department/unit has their own plan, based on the overarching plan. The department plans will focus on very specific issues and procedures for their offices and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, severe weather etc. Faculty will find it helpful to review both the Campus Emergency Evacuation and Operations Plan, of which this section is a part, and the department emergency procedures to see if the plans differ from the general information provided in this section.

2. Building Evacuation Routes

The College is in the process of posting floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If you have trouble finding copies of the floor plan, call the Office of Safety and Security at extension 3098.

3. Emergency Assembly Points

After the class leaves the alarmed building or area, it is important for them to go across the street and away from the building where the emergency is occurring. Additionally, please instruct the students to neither interfere with responding

emergency services nor place themselves at risk of injury from the emergency. The faculty member should report to TC Security or other emergency personnel if someone from their class has not evacuated the building.

4. Evacuation for persons with Mobility Challenges

If there is a person with a unique need in the class, the faculty member should be knowledgeable of the evacuation procedures. Four options are available to persons with mobility challenges: **(See section G page 4)**

- **Horizontal Evacuation** to outside or another building, if available
- **Stairway Evacuation;**
- **Stay in Place** unless danger is imminent; and
- **Area of Rescue**, if available. (This option is not yet available)

Unless Otherwise Instructed, Elevators Cannot Be Used During An Emergency Evacuation!

5. Reporting To Emergency Response Individuals

After exiting, the faculty member should inform emergency personnel of individuals with disabilities who are waiting to be evacuated or of individuals who are trapped in locations within the building.

6. Fire Alarms

Fire alarms will be a sound of a slow WHOOP, HORN or BELL and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan. *Everyone must evacuate immediately!*

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

7. Earthquakes

Interior items falling on the building occupants such as books, shelves, light fixtures, ceiling tiles and office equipment, cause most of the injuries that occur during earthquakes. Consequently, the first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** his or her head, and **hold that position**. After the shaking stops, and if there is building damage, tell the class to collect its possessions and calmly evacuate the building. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

8. What To Expect In A Power Outage

If the power goes out during class, have the students stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (e.g. 5 minutes), then evacuate the classroom or laboratory. The evacuation route chosen should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the classroom, hallway, or stairways.

9. How To Report An Emergency

Check each classroom, lecture hall, or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station, and the nearest fire extinguisher.

- | | | |
|----|-------------------------------|-----------------------------------|
| a. | Fire | Activate Fire Alarm Pull Station, |
| | and if possible - | Call extension 3333 or 9-911 |
| b. | Health - | Call extension 3333 |
| c. | Hazardous Material Spill - | Call extension 3333 |
| d. | Facility or Utility Failure - | Call extension 3333 |

How often are fire evacuation drills held, and what should I do if there is a drill during my class?

1. Fire evacuation drills are held on a routine basis throughout the College. Each academic building will have two fire evacuation drills per calendar year. There are two drills per month – during the first week of the month at 10:00 a.m. and during the third week of the month at 7:00 p.m. A full schedule of fire drills is included in Appendix D.
2. Anytime you hear an alarm you should immediately evacuate using the exit nearest to your location. If there is an alarm (***whether a scheduled drill or not***), it is expected that you will evacuate and will instruct others to do so as well.
3. During an alarm you should follow the guidelines mentioned earlier in this document.

I. GENERAL CAMPUS EMERGENCY PROCEDURES

1. For Fire - Procedures for Occupants

- a. **When an alarm sounds on your floor, begin immediate evacuation** following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you. **Persons with physical disabilities have several options (See section G page 4).**
- b. **If you discover a fire, first activate the nearest pull station and call extension 3333.** After activating the alarm, you may attempt to put out the fire if it is small (no larger than a waste basket). If the fire is too large or if you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate immediately.
- c. **If the fire alarm does not work, call extension 3333 on the public hallway phones and notify occupants verbally** of the emergency and the need to evacuate.
- d. **Evacuate via the nearest stairwell.** Do not hold stairwell doors open. Leaving doors open makes the stairwells dangerous and unusable. **Persons with physical disabilities have several options (See section G page 5).**

DO NOT USE THE ELEVATORS!

When an alarm is sounded many of the elevators will be automatically be recalled to a pre-determined floor for use by the fire department personnel

- e. **Exit the building and go across the street or a safe location away from the building.**
- f. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window. Open the window but do not break it and hang something out the window to let fire personnel know you are there. Cover the cracks around the door with cloth, towel or other material to prevent smoke from entering the room. Phone extension 3333 on a campus phone or 9-911 if possible.

g. Special instructions for Security Personnel

Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Conduct a quick search as you go, to make sure hazardous equipment is shut off and that doors are closed and no one is left behind. If there is smoke in the hall, stay low; cover your mouth with a damp cloth or handkerchief; visualize where the exits are and stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

Do not go to the roof unless it is the only way out as there are too many obstructions for a helicopter rescue. If the stair is full of smoke, go to another stair.

Do not allow the stairway doors and other exit doors to be blocked in the open position. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.

Special attention needs to be given to any persons with disabilities, in particular, those who are visitors and unfamiliar with the building. Inform fire department personnel of any individuals who need assistance evacuating. A process is necessary to ensure they are notified and accounted for. See Appendix E for further details.

2. For Bomb Threats

College personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.

Also, attempt to get as much information as possible about the caller, for example, male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. The checklist below shows the information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to TC Security at extension 3333. **Bomb threats received through the mail or by other means are also to be reported immediately to the Office of Safety and Security.**

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER'S VOICE (circle) Male

Female

Calm

Disguised

Nasal

Angry

Broken

Stutter

Slow

Sincere

Lisp

Rapid

Giggling

Deep

Crying

Squeaky

Excited

Stressed

Accent

Loud

Slurred

Normal

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Person receiving call: _____

Date: _____ Telephone number call was received at: _____

REPORT CALLS IMMEDIATELY TO: TC Security at extension 3333

3. For Earthquakes

- a. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows, or into a structurally strong location such as a hallway until the shaking stops. Do not run outside.

Drop, Cover, and Hold

- b. Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- c. Do not use the elevators.
- d. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- e. Check for fires or fire hazards such as spills of flammable or combustible liquids, or leaks of flammable gases.
- f. Turn off ignition and heat sources, if it is safe to do so.
- g. Shut off all gas sources
- h. Exit the building, if possible, and go to the predetermined assembly point to report on injuries, damages, and potentially hazardous conditions. Call or send a runner to the Main Hall Desk to notify them of any needed assistance and emergencies that may exist. Once you have exited the building do not reenter until trained emergency personnel have declared the building safe.
- i. Use the telephone system only for urgent matters.
- j. Department personnel should know the location of first aid kits, fire alarms, and extinguishers. Security personnel are responsible for walking through their assigned areas, assisting in evacuations, and reporting conditions to the communication center.

4. FOR NUCLEAR THREAT / INCIDENT

- 1. Turn on your radio.** An Emergency Broadcast System (EBS) station will have the most timely and accurate instructions concerning the emergency. The EBS stations in this area include:

New York City

AM WABC 770 kHz NYC

FM WPLJ 95.5 MHz NYC

Putnam

AM WLNA 1420 kHz Peekskill

FM WHUD 100.7 MHz Peekskill

Westchester

AM WFAS 1230 kHz White Plains

WVIP 1310 kHz Mt. Kisco

FM WFAS 103.9 MHz White Plains

WVIP 106.3 MHz Mt. Kisco

WXPS 107.1 MHz Pleasantville

Rockland

AM WRKL 910 kHz Pomona

Orange

AM WTBQ 1110 kHz Florida

WALL 1340 kHz Middletown

WGNV 1220 kHz Newburgh

FM WKOJ 92.7 MHz Middletown

WGNV 103.1 MHz Newburgh

Dutchess

AM WEOK 1390 kHz Poughkeepsie

WBNR 1260 kHz Beacon

FM WPDH 101.5 MHz Poughkeepsie

WSPK 104.7 MHz Poughkeepsie

New Jersey

AM WPUT 1510 kHz Patterson

FM WMJV 105.5 MHz Patterson

PLEASE NOTE: Emergency Broadcast System messages may also be carried on other radio stations.

Procedure:

1. If told by an EBS message to stay indoors, please do so:
 - Close all doors and windows.
 - Turn off air conditioners and other ventilation systems.
 - Extinguish any fires in fireplace.
 - Stay off the roads, unless told to leave the area. You will be SAFER staying inside.
 - Stay tuned to an Emergency Broadcast Station.
 - Do not use the telephone, except to call for help, so lines will not be overloaded.

2. If you are told by an EBS message to leave the area:
 - Remain calm, you will have ample time to leave.
 - Ignore all rumors. Stay tuned to an Emergency Broadcast Station for official instructions.
 - If you are a resident student, gather the items you would need for a 3-day visit, including:
 - a. Blankets or sleeping bags.
 - b. Prescription medications, if needed.
 - c. Changes of clothing for three days.
 - d. Personal items, shaving kits, soaps and cosmetics.
 - e. Checkbook, credit cards and other important papers.
 - f. A portable radio and batteries.
 - Offer a ride to a neighbor, friend or co-worker who may not have a car.
 - Close the windows and air vents of your car, and do not operate the air conditioner until you have left the emergency area.

You might be advised to go directly to the home of a friend or relative, or you might be advised to stop first at a public reception center. There you will be assigned to a nearby temporary shelter operated by the American Red Cross, if you cannot stay at the home of a friend or relative. The relocation shelters will be professionally staffed and will offer food, medical care, and communications facilities. NO firearms or alcoholic beverages will be allowed.

5. For Weather Emergencies

Weather emergencies may occur in the form of tornadoes, thunderstorms, heavy snow, hail or lightning. The most important factor when dealing with severe weather is early detection. The College will notify the campus community via email, news broadcasts and the TC home page if operations will be suspended due to inclement weather. If operations are suspended after the beginning of a regular business day, section J of this plan explains College closing information.

Two types of conditions:

WATCH: Conditions are right for a severe weather event.

WARNING: Signifies that a severe weather event is occurring.

TORNADOES, THUNDERSTORMS, HAIL OR LIGHTNING:

1. If you see a funnel shaped cloud contact Office of Safety and Security at extension 3333.
2. Go to the basement or the lowest level of your building. Pick a central location in a protected area under stairwells or heavy furniture. Stay away from windows or chimneys.
3. Cover your head.

WINTER STORMS:

1. A winter storm warning is issued when heavy snow of four or more inches is expected in a 12 hour period.
2. Conserve energy. Close off rooms not being used.
3. Dress warmly in layers.
4. Make sure you have a battery-powered flashlight on hand.
5. Travel in daylight and only if absolutely necessary.

J. COLLEGE CLOSING PROTOCOL

During extreme emergencies the College may suspend operations. Decisions to suspend College operations will be made by the President and his senior staff based on discussions with and recommendations from other key administrators on campus. Situations which may warrant a suspension of operations are inclement weather, national emergency, major campus incident etc.

In an emergency, a determination may be made to suspend operations either before the start of the business day or once the business day has started.

- a. Before the start of business
 - 1. If a situation occurs before the beginning of the business day the President will meet with the senior staff and determine the appropriate action to ensure the safety and well-being of College personnel and students.
 - 2. The senior staff will notify their direct reports, who will in turn notify the staff of each of their departments about the suspension of operations.
 - 3. Notices will go out to media via external relations.
 - 4. Notices will be sent out via email and posted on the Web by Computer Information Systems.
 - 5. The Office of Housing and Residence Life will notify on-campus residents via voicemail, email and postings.
 - 6. Key service providers such as security personnel and facilities personnel will be required to report to campus.

- b. After the start of business
 - 1. The President will meet with the senior staff and determine the appropriate action to ensure the safety and well being of College personnel and students.
 - 2. If operations are suspended all non-essential personnel are required to leave campus.
 - 3. If individuals cannot leave campus due to transportation problems it may be necessary to set up temporary accommodations. Temporary accommodations will consist of cots setup in the Whittier Café, Everett Lounge or any appropriate location.
 - 4. Food service personnel will be required to provide food service to the resident population during any emergency situation.
 - 5. The Office of Safety and Security will coordinate with emergency workers if needed for supplies.
 - 6. Once the emergency has ended the community will be notified via the media, voicemail, Web and through supervisors.

K. EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Chief of Safety and Security and designated Deputy Fire Safety Directors will work together to disseminate the information to all employees and students.

L. FIRE EXIT DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Chief of Safety and Security and the campus Deputy Fire Safety Directors.

APPENDIX A

Classroom Emergency Procedures

1. When you hear the **fire alarm**...
 - Everyone should calmly collect his or her 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 the nearest building exit. Know the location of alternate exits.
 - **The elevators cannot be used during a fire alarm!**
 - Go to the Emergency Assembly Point Exception: Persons with disabilities may choose to remain in place or evacuated 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 standby for further directions from University officials.

Appendix B Responsible Individuals

A. FIRE SAFETY DIRECTOR

Fire Safety Director

The Chief of Safety and Security is the College Fire Safety Director. Each supervisor in the Office of Safety and Security serves as a deputy Fire Safety Director. These individuals are certified by the NYFD. One or more of these individuals will coordinate fire exit drills and emergency evacuations.

B. FIRST AID CONTACTS

Security Officers are trained in first aid and CPR.

Appendix C

Building Evacuation Plans

The evacuation plans should be used as a guide in developing evacuation procedures for all building occupants. Evacuation routes should be available for review by employees and posted at various locations.

Fire exit drills are necessary to refine the evacuation procedure.

A. Evacuation Plans:

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

B. Assembly Points:

Each academic and administrative unit will designate an assembly point across the street from the campus. Assembly points will help someone in your department account for missing or injured individuals.

Your assembly point should not be near exits or fire hydrants and should be far enough away from campus as to not interfere with emergency operations. Missing individuals should be reported to TC Security or the fire department.

Appendix D
Academic Building Fire Drill Schedule

DATE	TIME	DATE	TIME	BUILDING
1st Week Jan	10:00 a.m.	3rd Week Jan	7:00 p.m.	Thorndike Hall
1st Week Feb	10:00 a.m.	3rd Week Feb	7:00 p.m.	Main Hall
1st Week Mar	10:00 a.m.	3rd Week Mar	7:00 p.m.	Thompson Hall
1st Week Apr	10:00 a.m.	3rd Week Apr	7:00 p.m.	Horace Mann
1st Week May	10:00 a.m.	3rd Week May	7:00 p.m.	Russell Hall
1st Week June	10:00 a.m.	3rd Week June	7:00 p.m.	Dodge/Macy Hall
1st Week July	10:00 a.m.	3rd Week July	7:00 p.m.	Thorndike Hall
1st Week Aug	10:00 a.m.	3rd Week Aug	7:00 p.m.	Main Hall
1st Week Sept	10:00 a.m.	3rd Week Sept	7:00 p.m.	Thompson Hall
1st Week Oct	10:00 a.m.	3rd Week Oct	7:00 p.m.	Horace Mann
1st Week Nov	10:00 a.m.	3rd Week Nov	7:00 p.m.	Russell Hall
1st Week Dec	10:00 a.m.	3rd Week Dec	7:00 p.m.	Dodge/Macy Hall

Appendix E Evacuation Flyer

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 Stairway!

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 and/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 9-911. State your location.

EMERGENCY EXIT POLICY

Currently no campus building has an Area of Rescue Assistance that is operationally approved. Areas of Rescue Assistance are designated places where people with disabilities may remain temporarily in safety to await further instructions or assistance during emergency evacuations. Currently, 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 in the emergency evacuation signage throughout campus.

APPENDIX F THREAT RESPONSE

The College has developed specific actions that will be implemented from a safety and security point of view that correlate to specific threat conditions. Additionally, the Campus Safety Committee has developed an Emergency Evacuation and Operations Plan which you may review on the Safety and Security web site at: <http://www.tc.columbia.edu/security>.

Low Risk of Terrorist Activities – Corresponds to national level green:

- Conditions normal at the College.

Guarded General Risk – Corresponds to national level blue:

- Safety and Security Activities increase with increased patrolling of exterior.

Elevated Risk – Corresponds to national level yellow:

- Access control will be increased
- Any event of that will have 75 persons or more in attendance will be staffed by staff security staff.

High Risk – Corresponds to national level orange:

- Horace Mann entrance will close.
- Whittier Hall access for residents only.
- Dodge rear door will be closed.
- Security Officer posted in loading dock.
- Any event of that will have 50 persons or more in attendance will be staffed by staff security staff.
- Crisis Mitigation Center will be set up in the Whittier Café.

Severe Risk – Corresponds to national level red:

- This condition indicates that there is an active emergency in the City or the Country. During this level the College will be closed. The Crisis Mitigation Team will assemble in the Whittier Café and begin to disseminate emergency information and evacuation instruction should they become necessary.

EMERGENCY PROCEDURES

TEACHERS COLLEGE COLUMBIA UNIVERSITY

<i>EVACUATION INFORMATION</i>	<i>FIRE</i>	<i>POWER OUTAGE</i>
<ul style="list-style-type: none"> ▪ Evacuate the building using the nearest exit (or alternate if nearest exit is blocked). ▪ Do not use elevators! ▪ Take personal belongings (keys, purses, wallets, etc.) ▪ Follow directions given by emergency personnel. ▪ Exit the building and cross the street. ▪ Currently, individuals with mobility challenges should employ the following evacuation option that best meets their individual needs. ✓ <u>Horizontal Evacuation</u> to outside or another building, if available. ✓ <u>Stairway Evacuation</u> if possible. ✓ <u>Stay in Place</u> and signal unless danger is imminent 	<ul style="list-style-type: none"> ▪ Activate the nearest fire alarm pull station. ▪ Call 3333 or 9-911 if possible. ▪ Do not re-enter building until authorized by emergency personnel. 	<ul style="list-style-type: none"> ▪ Remain calm; provide assistance to others if necessary. ▪ If evacuation is necessary, move cautiously to a lighted area. Lighted signs will indicate exits. <p>Turn off and unplug computers and other</p>
	<i>SUSPICIOUS PERSON</i>	<i>NUCLEAR THREAT</i>
	<ul style="list-style-type: none"> ▪ Do not physically confront the person. ▪ Do not let anyone into a locked building/office. ▪ Do not block the person's access to an exit. ▪ Call 3333 to report suspicious person. Provide as much information as possible about the person. 	<ul style="list-style-type: none"> ▪ If told by an EBS message to stay indoors, please do so ▪ Close all doors and windows. ▪ Turn off air conditioners and other ventilation systems. ▪ Extinguish any fires in fireplace. ▪ Stay off the roads, unless told to leave the area. You will be <u>SAFER</u> staying inside. ▪ Stay tuned to an Emergency Broadcast Station.
	<i>SUSPICIOUS PACKAGE</i>	
	<ul style="list-style-type: none"> ▪ Do not touch or disturb object. ▪ Call 3333 to report object. ▪ Notify your supervisor. 	