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
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
Emergency Exit Policy

- 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.
Elements Of Fire

- Fire is a chemical reaction involving rapid oxidation or burning of a fuel. It needs four elements to occur:
  - Fuel
  - Oxygen
  - Heat
  - Chemical reaction.

- Take away any one of these factors, and the fire cannot exist!
Use of the Fire Extinguisher
Fire Extinguishers
The faceplate of every fire extinguisher shows the class or classes of fire it is designed to fight.

To properly use a fire extinguisher, follow the P-A-S-S procedure:

- Pull the pin
- Aim the extinguisher's hose or nozzle at the bottom of the fire
- Squeeze the trigger
- Sweep it slowly back and forth, covering the entire fire with the extinguishing substance.
Classes Of Fire

- Fires are classified according to the types of objects being burned:
  
  **Class A** - ordinary combustibles such as wood, paper, cloth, rubber or certain types of plastic
  
  **Class B** - flammable or combustible gases and liquids such as gasoline, kerosene, paint, paint thinners or propane
  
  **Class C** - energized electrical equipment such as appliances, switches or power tools
  
  **Class D** - certain combustible metals such as magnesium, titanium, potassium or sodium.
Why Evacuate- Drill or Actual Fire?

- Fire exit drills teach occupants the exit route.
- Drills also serve to identify system or egress problems.
- Learn at least two ways to exit every building.
Is Evacuation Planning Important?

- 1 out of every 3 people in this room will have an experience with fire in their lifetime

- Over 4,000 people die each year from fires, over 27,000 are injured

- A small fire can grow very quickly

- Education gives you the training needed to make good choices
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