

# **SCHOOL EMERGENCY MANAGEMENT PLAN**

***NYADI***

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## Emergency Contact Information

<b>Position</b>	<b>Name</b>	<b>Phone Number(S)</b>
Police/Fire/EHS	EMERGENCY Dispatch	<b>911</b>
Police/Fire/EHS	Non-Emergency Dispatch	<b>311</b>
College President	Patrick Hart	<b>718-658-0006 Ext 4040</b>
Dean of Academic Affairs	Alisha Prasher	<b>718-658-0006 Ext 4042</b>
School Administration Supervisor	Eileen Smith	<b>718-658-0006 Ext 4013</b>
Manager—Operation Services	Hussain Ahmad	<b>718-658-0006 Ext 4029</b>
Manager—Occupational Health & Safety	Susan Sanchez	<b>718-658-0006 Ext 4020</b>
Manager—Communications	Damindra Persaud	<b>718-658-0006 Ext 4014</b>
Emergency Management Organization (EMO)	EMO	<b>212-639-9675</b>
School Liaison Officer	Detective Costa head of the 103rd Precinct	<b>(718) 657-8181</b>
Poison Control		<b>(800)-222-1222</b>
New York City Red Cross		<b>(877) 733-2767</b>

## Definition of Emergency

**Emergency:** an emergency is defined by the Emergency Management Organization as “an abnormal situation which, in order to limit danger to people or damage to property or environment, requires prompt action beyond normal procedures.”

## Designation of the Person-in-Charge

The College President or his or her designate will be known as the person-in-charge and will have full authority within the provisions of this plan in addition to the other responsibilities of his or her office. A predetermined chain of command will be established should the College President not be available to delegate his or her authority.

## Evacuation

### Assessment

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**Fire:** If a fire alarm sounds, all students, staff, and visitors will follow the recognized procedures in this document “Fire Emergency Plan”.

**Other Emergency:** In the event of another type of emergency, the person-in-charge will assess the situation and determine if an evacuation is warranted.

### Implementation

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**Fire:** If a fire is suspected within the building, all staff, students, and visitor’s persons have the responsibility to call 911, notify the Front desk and follow the Fire Emergency Plan.

**Other Emergency:** In the event of another type of emergency, the person-in-charge will give clear directions to the students, staff, and visitors on the safest means of leaving the building.

**Announcement:** Once an emergency is identified, the person-in-charge will announce the evacuation by the safest and most expedient means. If a specific area of the building is determined to be unsafe for any reason, the person-in-charge may choose to give directions for alternative exits. If the person-in-charge chooses to use the PA system to announce the evacuation, he or she should use plain, clear language (no codes), with specific directions. For example,

- “Attention. Everyone must leave the building immediately and assemble at your fire drill relocation points.”
- In the event of a bomb threat, the person-in-charge may include the direction: “Take your backpack if you have it with you.”

**Alternate Exits:** (Include alternate exists to be used if usual exits are unsafe.)

**Evacuation Procedures Outside of the Classroom:** (Include evacuation procedures during lunch, assembly, etc.)

## Decision to Re-enter/Relocate

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Once the evacuation is complete and all occupants are accounted for, the person-in-charge will consult as appropriate with responding emergency services and/or the school administration supervisor on whether to re- enter the building, relocate to another site, or dismiss.

The decision to re-enter the building will follow the re-entry procedures used during fire alarm drills.

If the person-in-charge decides to relocate, he or she will follow the procedures as listed under the Relocation section of the school emergency management plan.

## Duties

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### Person-in-Charge

- decides on the safest means of evacuating the building
- announces an evacuation and gives simple, clear directions
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or the appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- puts on the provided safety vest to ensure other-agency recognition
- leaves the building and reports to the predetermined assembly point
- ensures that all students and staff have left the building and are accounted for

- liaises with the responding emergency services
- speaks with the media as required
- determines if students and staff should relocate to another site  
OR
- announces that students and staff should re-enter the building

### **Administrative Assistant**

- follows the directions of the person-in-charge • brings the following items:
  - emergency management kit
  - list of that day's class trips
  - list of that day's substitute Instructors/Faculty
  - visitor sign-in sheet
  - staff sign-in/sign-out sheet (if applicable)
  - student medications
- leaves the building and reports to the predetermined assembly point

### **Instructors/Faculty/Classroom Assistants**

- follow the directions of the person-in-charge
- bring the classroom emergency management kit
- bring the class attendance sheets
- supervise students during evacuation
- assist special needs students as required
- open blinds and close windows
- close doors after the last person has left
- leave the building and report to the predetermined assembly point
- take class attendance and report the information to the person-in-charge

### **Maintenance Staff**

- follow the directions of the person-in-charge
- check washrooms and other areas to ensure that everyone has left
- check to ensure that classroom doors are closed
- leave the building and report to the predetermined assembly point • report to the person-in-charge for further directions

### **Students**

- follow the directions of their class teacher
- remain calm and quiet
- leave the building and report to the predetermined assembly point

### **Visitors/Tenants**

- follow directions of the person-in-charge
- leave the building and report to the predetermined assembly point

## **Emergency Plan - Inclement Weather Policy**

### **Assessment**

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**Policy In-effect:** If New York City Public Schools are closed.

**Method of Acknowledgement:** Local weather report and NYC Public school closure announcement.

### **Implementation**

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**Policy:** The current NYADI policy for inclement weather or weather related events will follow the N.Y. City Department of Education School Closure Schedule. If the NYC Department of Education schools are closed, NYADI will move to a remote learning format, where you will be attending class remotely, by logging into canvas from home and participating in your class via zoom. Your instructor will send out a zoom link and instructions for the day, should be the case.

**Announcement:** Always check the NYADI school website at nyadi.edu if you have questions and to get the most updated information about school closures and/or transitioning to an online format. In addition, you will receive both email and text blasts from the college providing you with the information you need for the day.

Staff and Faculty that are normally scheduled to work campus will follow the following action plans in this document:

***Emergency Action Plan –Remote Work an Learning Implementation  
Staff Telework Options  
Faculty and Instructor Telework Options***

If you have any questions regarding the inclement weather policy, check our website or ask your direct supervisor.

## **Threats Against The School or Active Shooter Protocol**

### **Background**

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#### *General Awareness*

It is important to recognize how everyday security situations and paying attention to everyday personal safety can prepare you in an emergency. Everyone has a role in preventing and preparing for emergency situations. In fact, reviews of active shooter situations have shown that every second counts between the initiation of a threatening event and the arrival of emergency responders.

Get into these habits:

- Always be aware of your environment and any possible dangers. You cannot react to what you are not aware of.
- For places you are in every day, think about your first actions in an emergency situation.
- Take note of the two nearest exits in any facility you visit. This includes your workplace, but also shopping malls, big-box stores, schools, and places of worship.
- Take note of people who seem out of place. Look people in the eye when you pass them in a hallway or in your workplace.
- If you see something suspicious or something that just doesn't feel right, say something!

#### *The Realities*

- An active shooter is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.”
- Recent active shooter events have shown that every facility or site has the potential to be the site of a tragedy.
- A 2014 FBI study analyzed 160 shootings between 2000 and 2013. The study showed, among other things, that all but 6 of the 160 incidents involved male shooters, only two involved more than one



shooter, and more than half of the incidents ended on the shooter's initiative.

- A follow-up study released in June 2016 analyzed data from 2014-2015—each of which saw 20 active shooter incidents.
- Each person carries a threefold responsibility in an active shooter situation: Learn the signs of a potentially volatile situation and ways to prevent an incident; learn the best steps for survival when faced with an active shooter situation; and be prepared to work with law enforcement during the response.
- The Columbine tragedy changed the way that law enforcement responds to active shooter situations. Today, all officers should be trained in the basics of active shooter events.
- The primary objective of the first law enforcement officers on a scene of an active shooter situation is to locate and stop the shooter.
- It is important for you to remain calm and follow directions when officers arrive on the scene.
- You may need to provide information about the shooter or the situation.
- Do not leave the facility or scene until law enforcement has authorized you to do so.

### *Taking Action in an Active Shooter Situation*

- In an active shooter situation, your actions can mean the difference between life and death.
- Run-Hide-Fight is a three-step process to prevent or reduce loss of life in an active shooter event.
- You should call 911 when it is safe to do so. Answer any questions clearly, calmly, and accurately.
- Always be aware of your environment and possible dangers.
- In the event that an Active shooter situation has been assessed, please follow the preliminary steps below

## **Assessment**

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**Active Shooter:** If an active shooter threat is indicated on-campus or identified as a potential future-dated occurring event, it is required for the person in-charge to conduct a comprehensive security assessment to identify vulnerabilities, potential risks.

## **Preliminary Steps**

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- Curriculum - Require all students and staff to complete SP2 Active Shooter module training on an annual basis either via the online LMS
- On-Campus Drills - Facilitate and conduct Active Shooter drills on a semester basis
- First Aid and Medical Assistance - Train staff on basic first aid and provide first aid kits for treating injuries. Develop procedures for assisting the injured once it's safe to do so
- Evacuation Routes and Assembly Points - Clearly mark evacuation routes and assembly points
- Access Control and Visitor Management - Enhance access control and visitor management protocols and restrict access to your facility and monitor visitor entry
- Behavioral Concerns & Reporting - Encourage the reporting of suspicious or concerning behavior. Develop a process for assessing and addressing potential threats.
- Post-Incident Response - Provide guidelines for what to do after the incident, including trauma counseling for affected individuals.
- Review and Update - Periodically review and update your active shooter protocol to adapt to changing threats and circumstances.

## **Planning – Emergency Response Team**

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Dean of Academic Affairs – Notify local precinct and school liaison officer in reference to potential threat via call

Dean of Academic Affairs – Notify all staff, faculty, and visitors that campus is on currently on high-alert status and to either stay-off campus or remain in a locked premises till otherwise determined via a reliable notification system when an active shooter situation is confirmed

Manager (Communications) – Send MMS message to all students and staff regarding high-alert status till otherwise determined

Dean of Academic Affairs – If the potential alert is future-dated, the person in-charge will require the appropriate department to close down no supervised entrances

# Relocation

## Assessment

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If the school is evacuated, the person-in-charge will assess the situation and determine if it is necessary to move the students and staff to a relocation site.

The person-in-charge may decide to relocate at the time of the evacuation or after information has been received that indicates that the evacuation may be prolonged.

## Implementation

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On making the decision to move the students and staff to a relocation site, the person-in-charge will issue the directions to do so either by using a megaphone or by sending messengers (if it is safe) to each class teacher.

## Duties

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### Person-in-Charge

- announces the relocation and gives precise directions
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or the appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- puts on the provided safety vest to ensure other-agency recognition
- contacts the school administration supervisor to request transportation if required
- liaises with the responding emergency services
- speaks with the media as required
- monitors the movement of students and staff
- decides when and how students will be dismissed

### Administrative Assistant

- follows the directions of the person-in-charge
- advises the receiving facility of the impending arrival
- brings the following items:

- emergency management kit
- list of that day's class trips
- list of that day's substitute Instructors/Faculty
- visitor sign-in sheet
- staff sign-in/sign-out sheet (if applicable)
- student medications

### **Instructors/Faculty/Classroom Assistants**

- follow the directions of the person-in-charge
- bring the classroom emergency management kit
- bring the class attendance sheet
- supervise students during the relocation • assist special needs students as required
- on arrival, confirm that all students are present

### **Maintenance Staff**

- follow the directions of the person-in-charge
- report to the person-in-charge on arriving at the relocation site

### **Students**

- follow the directions of their class teacher
- remain calm and quiet

### **Visitors/Tenants**

- follow the directions of the person-in-charge
- report to the person-in-charge on arriving at the relocation site

## **Isolation**

### **Assessment**

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The person-in-charge will determine what, if any, threat exists to the students and staff and the seriousness of that threat.

### **Implementation**

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The person-in-charge will communicate this to the students and staff by using either the PA system, isolation alarm, classroom telephones, and/or messengers.

The means of announcing the isolation will be determined by the urgency of the situation and the safety of the students and staff.

The person-in-charge will use clear, plain language when directing the students and staff.

**Suggested script to “secure the building”:**

*“Attention all staff, secure the building now. Ignore the fire alarm and class change until further notice. All staff not supervising students report to the office (or other location).”*

If the threat is a violent or potentially violent intruder, the person-in-charge may decide to give specific directions to further ensure student and staff safety.

**Suggested script in addition to “secure the building”:**

*“Instructors/Faculty’ position your students for safety.”*

If the threat or hazard is outside the building and the person-in-charge feels it is safe to do, he or she may choose to allow student movement within the building. This should be announced only after the building has been fully secured and all entrances and exits are being monitored by staff.

## Duties

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### **Person-in-Charge**

- decide on the level of isolation required and if it is necessary to have the Instructors/Faculty position the students for safety
- announce an isolation and give simple, clear directions
- contact 911 to request assistance as appropriate
- contact the emergency answering service or appropriate school board staff person as soon as practical
- direct staff to assist in the most appropriate manner
- put on the safety vest, if appropriate, to ensure recognition
- direct a staff person to meet the emergency responders at the identified entrance if safe to do so
- liaise with the responding emergency services
- speak with the media as required
- take all actions necessary to ensure the safety of students, staff, and visitors

- determine if students and staff should evacuate  
OR
- give the all-clear signal indicating that the isolation has ended

### **Administrative Assistant**

- follow the directions of the person-in-charge
- lock the doors to the administrative offices
- assist with communications as directed

### **Instructors/Faculty**

- follow the directions of the person-in-charge
- confirm the presence of students against the attendance list
- if directed to, “secure the building”
  - if it is safe to do so, check the area immediately outside the classroom for students and bring them inside
  - lock the classroom doors
  - turn off all lights
  - ensure that all students remain in the classroom
  - ensure that all students remain calm and quiet
  - do not open the door unless directed to by the person-in-charge or the correct means of identification is used by the person requesting entry
  - decide if it is necessary to position students in the classroom for safety - stand by for further directions
- if not supervising students, report to the administrative office for directions from the person-in-charge unless directed otherwise

### **Maintenance Staff**

- follow the directions of the person-in-charge
- lock doors to all assigned rooms
- if directed to “secure the building,” begin locking all exterior doors
- in the event of an external environmental threat such as a chemical spill, turn off the ventilation system and begin sealing all entrances with appropriate material

### **Students**

- follow the directions of the teacher
- if there is no teacher in the classroom, close the door, take cover, and wait for the all-clear signal

- if unsupervised, quickly get to a supervised classroom if possible, otherwise take shelter out of sight and wait for the all-clear signal
- if in the washroom or change room, take shelter out of sight and wait for the all-clear signal
- remain calm and quiet

**Visitors/Tenants**

- follow the directions of the person-in-charge
- remain in the room and assist staff as requested

# Expansion

## Assessment

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Confirm the identity of the displaced group and the number of people in the group.

Determine if any special needs individuals are present and if the school is able to accommodate them.

Consult with appropriate school board staff to determine if the school should be dismissed.

## Implementation

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On receiving information that a displaced group is on its way to the school, the person-in-charge will take all required steps to accommodate the group.

## Duties

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### Person-in-Charge

- inform the students and staff of the expansion
- make preparations as appropriate
- contact 911 to request assistance as appropriate
- contact the emergency answering service or appropriate school board staff person as soon as practical
- direct staff to assist as required
- liaise with emergency agencies and person-in-charge of the displaced group • speak with the media as required

### Instructors/Faculty

- follow the directions of the person-in-charge

### Maintenance Staff

- follow the directions of the person-in-charge

### Students



- follow the directions of the person-in-charge

#### **Visitors/Tenants**

- follow the directions of the person-in-charge

## **Hazard-Specific Planning**

**Following are some of the common hazards that should be considered when developing your school emergency management plan.**

### **Bomb Threats and Suspicious Packages: Specific Procedures**

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Insert board policy and procedures dealing with bomb threats. Considerations when developing this section of the school plan include the following:

- Bomb Threat Checklist (on the next page)
- Notification Procedures
- Evacuation or Isolation
- Search Procedures
- Contingency Plans
- Evidence Preservation

## Bomb Threat Checklist

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1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause the bomb to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

### Exact Wording of Bomb Threat:

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Telephone number at which call was received: \_\_\_\_\_

Time call was received: \_\_\_\_\_ Date call was received: \_\_\_\_\_

**Caller's Voice**

- accent
- angry
- calm
- clearing throat
- cracking voice
- crying
- familiar (If voice is familiar, who did it sound like?) \_\_\_\_\_
- deep
- deep breathing
- disguised
- distinct
- excited
- laughter
- lisp
- loud
- nasal
- normal
- rapid
- ragged
- raspy
- slow
- slurred
- soft
- stutter
- whispered

**Background Sounds**

- animal noises
- booth
- clear
- crockery
- other (specify): \_\_\_\_\_
- factory machinery
- house noises
- local
- long distance
- motor
- music
- office machinery
- PA system
- static
- street noises
- voices

**Bomb Threat Language**

- foul
- irrational
- taped
- incoherent
- message read by threat maker
- well spoken (education)

**Remarks**

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An event such as a fire, motor vehicle accident, train derailment, industrial incident, or a natural disaster may cause a hazardous substance release. As a result, emergency responders may request that you secure and seal the building. Here are some examples of when you may be asked to secure and seal the building:

- There has been an outdoor release that may affect your building.
- There is not enough time or warning to safely evacuate.
- The release is expected to pass over the area quickly.
- The source and nature of the release have yet to be determined.
- A safe evacuation route has yet to be verified.
- It is safe to evacuate but you need assistance.

Those who have been advised to secure and seal the building will be notified if additional measures are required and when it is “all clear.” • Immediately gather everyone indoors and stay there.

- Close and lock all windows and outside doors.
- If possible, tape (duct tape) the gaps around the exterior door frames.
- Turn off appliances or equipment that either
  - blow out or use indoor air, such as
    - washroom and kitchen exhaust fans
    - built-in vacuum systems
  - suck in outside air, such as
    - heating ventilation and air conditioning (HVAC) systems
    - fans for heat recovery ventilators or energy recovery ventilators (HRV/ERV)
- Turn down furnace thermostats to the minimum setting and turn off air conditioners.
- Leave open all inside doors.
- Avoid using the telephone, except for emergencies, so that you can be contacted by emergency response personnel.
- Even if you see people outside do not leave until told to do so.
- If you are unable to follow these instructions, notify emergency response personnel.
- After the hazardous substance has passed through the area, you will receive an all-clear message from emergency response personnel. If required, you may also receive the following instructions:

- Ventilate your building by opening all windows and doors, turning on fans, and turning up thermostats. During this time the air outside may be fresher, and you may choose to leave your building while ventilating.
- Once the building is completely ventilated, return all equipment to normal settings and operation.

## **After-Hours School Usage**

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Any time a school activity is being conducted outside of normal hours, it is necessary that someone be identified as the person-in-charge with the responsibility to activate the emergency management plan. This section should include any alterations to the plan required to accommodate the time of day and available staff.

## **Extended Isolation (Shelter-in-Place)**

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This is a situation where it is necessary to hold and care for students for an extended period of time. Situations that may result in an extended isolation include extended police action in the vicinity of the school or sudden and severe weather and an interruption to means of transportation or transportation routes. Considerations for an extended isolation include the following:

- backup electric generator
- emergency food stores (24 hours minimum)
- blankets
- flashlights and batteries

Other considerations for an extended isolation include communicating with parents, resources for special needs students, and access to emergency medical assistance.

## **Off-Site School-Related Emergency**

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Any time a school activity is being conducted away from the school building, it is necessary that someone be identified as the person-in-charge with the responsibility to activate the Emergency Management Plan. This section should include any alterations to the plan required to accommodate the activity, location, and available staff.

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## Fire Emergency Plan

### Assessment

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If the school is evacuated, the person-in-charge will assess the situation and determine if it is necessary to move the students and staff to a relocation site.

The person-in-charge may decide to relocate at the time of the evacuation or after information has been received that indicates that the evacuation may be prolonged.

### Implementation

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## FIRE EMERGENCY PROCEDURES

#### Emergency Telephone Numbers:

**Fire / Police – 911**

**Fire Safety Director – Eddie Boyle – 646-372-2799**

**Deputy Fire Safety Director – Alisha Prasher – 516-708-6658**

#### Local Fire House

**FDNY Engine 275/Ladder 133**

**111-36 Merrick Blvd, Jamaica, NY 11433**

**(718) 999-2000**

Each Area/Floor of the building shall be under the direction of a designated Fire Warden for the safe evacuation of occupants in the event of fire or emergencies. Deputy Fire Wardens shall assist him or her in his or her duties.

Each Fire Warden and Deputy Fire Warden shall be familiar with the fire safety plan, and locations of exits and the location and operation of any available fire alarm systems.

#### **IF YOU DISCOVER A FIRE OR SMOKE CONDITION:**

1. Call 911 and report the condition
2. Notify your Area/Floor Warden or Deputy Warden.

3. The Fire Warden will notify the Fire Safety Director. Eddie Boyle – 646-372-2799 or Alisha Prasher – 516-708-6658

**IN THE EVENT OF FIRE OR FIRE ALARM, THE FIRE WARDEN SHALL:**

- A. Establish location of fire.
- B. Direct the evacuation of the Area/floor in accordance with the directions received from the Fire Safety Director, Assistant Fire Safety Director or New York City Fire Department Personnel.
- C. Stairwells: Shall be checked prior to entry for evacuation. If affected by smoke, an alternate stairway must be selected.
- D. Fire Wardens and their Deputies shall see that all occupants are notified of the fire and that they proceed immediately to evacuate the area/floor and building. The Fire Warden on the fire floor/area shall, as soon as practicable, notify the Fire Safety Director/Fire Department Personnel of the particulars.

**Alarm notification:**

Any person discovering fire, excessive heat, or smoke, shall immediately report such conditions to Fire Department by calling 911, unless he or she has personal knowledge that such a Report has been made.

**Floor Plan:**

Review and study floor plan of the floor he or she is responsible for, to include the number of occupants, fire exits for the purpose of dividing the population into groups and formulate the traffic pattern for each group to their fire exits.

**Fire Doors and Fire Stairs:**

On a daily basis, examine and determine that all fire doors to stairs are maintained in a closed position.

**Take any action to prevent panic:**

Assure that all persons on the Area/Floor are notified of fire with the aid of his/her Deputy Fire Wardens and Searchers, and are standing by in their assigned positions for safe evacuation.



Searchers must search the lavatories and closed office areas to assure all occupants are alerted and are standing by their assigned positions for evacuation, then report their finding to the Fire Warden.

**Proceed to Evacuation:**

Have the Deputy Fire Wardens, who are familiar with the route, go to refuge assembly area, lead the way down the stairwells, keep personnel to the

**RIGHT**

**Side of Staircase** and walk down, holding handrails with your RIGHT HAND. **DO NOT ATTEMPT TO FIGHT THE FIRE - THIS IS A JOB FOR PROPERLY EQUIPPED FIRE FIGHTERS.**

Assure that all persons on the Area/Floor are evacuate the building in an orderly quick manner. Instruct occupants to move away from building and emergency exits for safety and allowing emergency personnel access.

Instruct your searchers to follow last in line into the exit stairs, so to assure that no one returns to work area. When assured that all personnel are in the exit staircase, the Warden shall follow, leaving the floor.

**Head Count:**

After evacuation, perform a head count to assure that all regular occupants known to have occupied the Area/Floor have been evacuated, and report this immediately to the Fire Safety Director.

**All Clear:**

When the Fire Safety Director or someone in authority gives the “all clear” signal, you or your Deputy Wardens should carefully return to the building and determine whether the route is clear for their return to their respective floors and that the stairwells are not overcrowded.

**FIRE AND EMERGENCY PROCEDURES**

Evacuation Procedures: If your fire safety team instructs you to evacuate the premises:

- A. Follow directions issued by your Fire warden or Deputy Fire Warden. They will be receiving guidance from the Fire Safety Director.
- B. Keep calm and proceed (walk) in an orderly fashion.
- C. Leave quickly and forget about trying to remove personal property. DO NOT GO BACK for anything left behind.

- D. Check exit doors for heat (use fingertips on top of door) and the stairwell for smoke. Before entering, if smoke or heat is present use another stair.
- E. If there is smoke:
  - Drop to your knees.
  - Keep your face close to the floor.
  - Crawl to the nearest exit.

#### Fire Warden Duties

Fire Wardens on the floor where an emergency exists will inform the Fire Safety Director of the exact location on the floor. Should the condition on the floor indicate immediate evacuation, it will be instituted with the use of Deputy Wardens and Searchers without delay. The Warden should contact the Fire Safety Director from the floor of refuge when evacuation has been completed. Please Note: The Fire Warden Phone System should be used only when the emergency is on your floor or the floor above and must be used only by Fire Safety Team members.

Remember:

Remain calm. Panic will only lead to problems. Listen to instructions from assigned Fire Safety Team Personnel or the Speaker System.

Be prepared. Review the floor plan now and familiarize yourself with all exit paths.

**DO NOT RETURN TO THE BUILDING UNDER ANY CIRCUMSTANCES UNTIL THE FIRE DEPARTMENT TELLS YOU IT IS SAFE TO DO SO.**

#### **PROCEDURES FOR FIRE WARDEN, DEPUTY FLOOR WARDEN AND SEARCHERS**

**Example: Fire Alarm sounding on the Automotive Lab.**

- 1- Fire alarm tones sound throughout building
- 2- Fire Safety Director reports immediately to Fire Command Area and all Fire Brigade Personnel report one floor below the fire floor on stair B Landing awaiting instruction from the Fire Safety Director.
- 3- 911 is called and Fire Dept. is dispatched
- 4- Fire Brigade
  - A- Help in safe evacuation of people.

- B- Communicate to Fire Command Area by Phone      D- Will attempt to put out small fires if possible.
- 5- Fire Dept. arrives approximately in 6 to 8 minutes.
- 6- Area/Floor Wardens get Deputy Wardens and Searchers to start evacuation procedures then proceed to Fire Phone WITH KEY and pick up phone and wait for Fire Command Station to answer. It may take up to 3 minutes to get an answer because it may take that long for Fire Safety Director to get to the Fire Command Area.
- 7- Deputy Fire Wardens get people to line up in hallways against one wall by each stair. Remember to keep people quiet and in single file so that they can hear any instructions and keep hallway clear for Fire Dept. to pass by.
- 8- Searchers check ladies and men's room and office spaces closing doors after each room is checked. Remember to always feel for temperature before opening. Never Open a Hot Door.
- 9- Floor Warden: If you see smoke or fire you must decide what to do.  
A- Inform Fire Command Station what exits will be used.  
B- Check stairs for smoke.  
C- Notify Deputy Floor Warden and together start evacuation procedures.  
D- Never Evacuate Upstairs  
E- Stairs- Keep people to right side of stair. Fire Dept. and Fire Brigade will be running upstairs on left side.  
F- Doors- Close doors when leaving space to slow spread of fire.
- 11- Dealing with Panic  
A- You must remain calm and in control at all times which will greatly reduce people from panicking.  
B- Stop panic immediately because it will escalate rapidly.
- 12- Dealing with people that do not cooperate.  
A- Report any person that does not cooperate with Floor Wardens, Deputy Floor Wardens or Searchers during any Fire Drill or in any Fire situation to the Fire Safety Director.

# SEND THE ALARM

FROM NEAREST ALARM BOX

OR

PHONE

Manhattan	628-2900
Brooklyn	638-1700
Staten Island	727-1100
Bronx	685-2200
Queens	847-6800

Alert  
Others

# FIRE



Give Exact  
Location

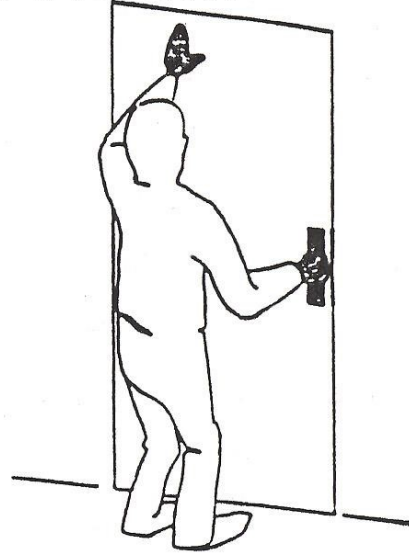
OR DIAL 911



YOU MUST ANSWER  
TO GET HELP  
then  
Wait to Direct  
Firefighters

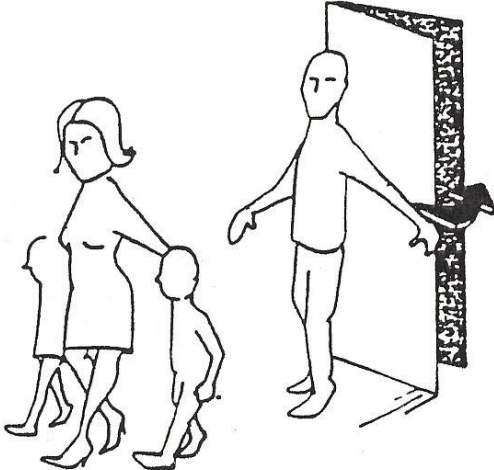
SMOKE ALARMS  
GIVE EARLY WARNING

## 6 FEEL DOOR . . . .



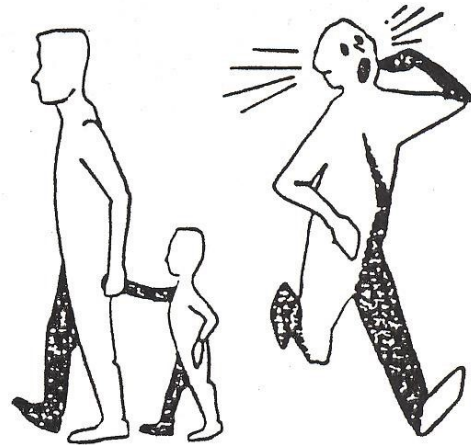
IF HOT DO NOT OPEN

## CLOSE DOOR



IT WILL SLOW SPREAD OF FIRE

## 8 WALK QUICKLY



DON'T PANIC

9 USE STAIRS

NOT ELEVATOR

WHICH MAY STOP AND TRAP YOU

10 TO TRAVEL THROUGH SMOKE

KEEP LOW

THE AIR IS COOLER

11 IF TRAPPED

OPEN WINDOW

AT THE TOP TO LET HEAT & SMOKE OUT

AT BOTTOM TO BREATHE

12 DON'T GO BACK

FOR ANYTHING

# Emergency Action Plan –Remote Work an Learning Implementation

## Assessment

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In the event of an emergency that requires the closing of NYADI's physical campus the following policies will be implemented to allow employees to work remotely and students to continue their studies

## Implementation

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1. In the event of an emergency, the college president in consultation with the board of trustees, will determine whether or not to act on the Emergency Preparedness / Action Plan.
2. The college president will notify via email/telephone the directors and supervisors that the plan is being implemented (Please ensure to update your contact information and ensure you are able to receive emails remotely on either a smart phone or home computer).
3. Once the directors/supervisors are notified they will contact their staff with further instructions.
4. Administrative directors and supervisors will be in contact with employees to assign appropriate work assignments as needed.
5. The Academic Dean will notify faculty and in turn faculty will notify students via email/telephone.
  - a. It is important, that at the beginning of a new class, each instructor obtain and confirm the contact information for each student on the roster.
  - b. This information will be shared with the office of the registrar to ensure the Student Information System's database is updated.
6. Faculty members will begin the implementation of distance education to allow students to continue progress with their studies.
7. Periodic training of the implementation of this plan will be performed.
8. In the event this plan is being discontinued, you will be notified via email/telephone by your director/supervisor.
9. We expect your full support and cooperation should we need to implement the Emergency Preparedness / Action Plan.

Please note, every attempt will be made to keep the mission of the college and the quality of education going forward.

The remaining of this document provides instructions and procedures in the event that there is a need for employees to access NYADI network resources along with instructions for instructors and students to collaborate and continue the learning process remotely.

## Staff Telework Options

NYADI Staff has the following options available to work remotely:

- Using **Campus Café** (<https://nya-web.scansoftware.com/cafeweb/tl/login>) for student management via internet connection
- Using a **VPN connection** to the internet in order to access **all NYADI resources** and personal files
- Access your NYADI Email via internet browser
- Remote IT Support
- Using google Drive for file sharing

## Faculty and Instructor Telework Options

NYADI Faculty and Instructors have the following options available to continue their course work assignments remotely:

- Using **Canvas Content Management Software** (<https://nyadi.instructure.com/login/canvas>) to continue classes online
- Using a **Campus Café** (<https://nyaweb.scansoftware.com/cafeweb/tl/login>) to track attendance and post final grades
- Access your NYADI Email via internet browser
- Using google Drive for file sharing
- Remote IT Support

# Appendices

## A. School Profile and building information

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This is a brief description of the school, including what grades or age levels attend, how many buildings and rooms are on the school property, how many Instructors/Faculty and staff, etc. Be sure to include any unique situations or information, such as other tenants. Include the location and identification of external doors.

### School Data Form

LAST UPDATED:

#### School Profile

Name of School: NYADI The College of Transportation Technology	School Hours: M-Th 8:30 am – 10:00 pm, F 8:30 am – 3:00 pm,
School Address:  178-18 Liberty Ave, Jamaica NY 11433	<b>Numbers</b>
	Students: 375
	Mobility Challenged Students: 0
School Phone: 718-658-0006	Staff: 718-658-0006
School Fax: 718-658-4044	Floors: 2
After Hours Emergency Contact Name: Alisha Prasher Phone: 516-708-6658	Classrooms: 21
	Portables: 0

## B. Evacuation Routes

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This section should include the fire evacuation routes, which should also be posted in every classroom.



## C. Local Hazards Assessment

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Include plans for situations external to the school that may present a threat to students and staff.

## D. Off-Site Emergency Plan

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Include protocols or procedures for staff when supervising students away from the building. Items that should be included are

- emergency contact lists
- first-aid kit and someone with training
- student emergency contact information
- staff/chaperon emergency contact information
- what to do in the event a student is injured
- what to do in the event a student is missing

## E. Communications Plan

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The communications plan provides guidance to the person-in-charge regarding communications before, during, and after an emergency in the following areas:

- Police/Fire/Emergency Health Services (EHS)/Emergency Management Organization (EMO)
- Parents/Guardians/Students/Community
- Media

### **Police, Fire, EHS, EMO**

During an emergency, one of the first priorities will be to contact police/fire/emergency health services/emergency management organization. The most expedient means is by calling 911. The 911 operator, you will ask you to state your emergency. This is done to ensure that the appropriate agency or agencies are dispatched. It is vital at this point to be clear as to what has actually happened or is happening. Do not speculate, exaggerate, or minimize the facts. The Enhanced 911 system will provide the operator with a specific address for a telephone, however you will be asked to confirm your address. It will be vital that you clearly describe where the main entrance is located or where the police should arrive or should avoid. It is important to remember that the Enhanced 911 system will not give a location if you are calling from a cell phone; therefore, you will

need to state the address for the school as well as any specific directions responders should know.

The 911 operator will continue to ask you questions as responders are being dispatched. Questions you should be prepared to answer include •  
What is happening?

- Is anyone or how many are injured?
- Are the suspects still on the scene?
- What are their descriptions?
- Do they have weapons?
- Who will meet the police/fire/EHS at the door and what is their name/description?

If the emergency involves injuries to students or staff, 911 operators will transfer you to Emergency Health Services dispatchers who will ask further questions in relation to the injuries or illness as well as giving directions for emergency care.

Finally, if the emergency is ongoing, the 911 operators will request that you stay on the line with them to provide updates and additional information until the emergency responders arrive.

### **Staff, School Board Staff, and Tenants**

The school plan should answer the following questions:

- How will you communicate with staff internally during an emergency?
- How will you communicate internally in the event of a power failure?
- How will you communicate internally/externally in the event of a phone/cell phone failure?
- With whom, when, and under what circumstances will you communicate with school board staff during an emergency?
- Include additional relevant information.

### **Parents/Guardians/Students/Community**

- The school plan should answer the following questions:
- How will you communicate the plan to parents of new students?
- How will you communicate with parents/guardians during an emergency?
- How will you communicate with parents/guardians after the emergency is concluded?
- Include additional relevant information.

## **Media**

All staff should be aware of the person responsible for communicating with the media.

The school plan should answer the following questions:

- Who is the media spokesperson for the school?
- If the media spokesperson is not available, who will communicate with the media?
- When will you defer media inquiries to the responding emergency service?
- Has an area been designated for media to gather to deter them from approaching or photographing students? (For the safety of everyone involved, this staging area should be away from emergency operations and the school.)

Following are some guidelines for dealing with the media:

- No person other than the communications manager or the person-in-charge should speak with the media.
- Do not play favorites. Give all media access to the same information.
- Try to have consideration for the media's deadlines.
- Be factual. Don't speculate.
- Do not cover up or try to mislead the media.
- Keep records of all information provided to the media. Provide written press releases when possible.
- If the media will be on the site during the emergency/disaster, ensure that appropriate safety precautions are followed.

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## **F. Evidence Preservation for Schools**

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**At a crime scene, the safety of students and staff is a higher priority than the preservation of evidence.**

Crime committed in our schools is an unfortunate reality. Some of it is committed by outsiders, but much of it is by a small minority of students.

It is also an unfortunate reality that a great deal of a school administrator's day can be spent investigating these crimes.

Fortunately, most of the crime committed is property related, such as theft and damage, and does not pose a direct safety risk to students and staff. However, this type of crime does affect the school financially as the cost of repairing damage or replacing stolen property is borne by the school and board.

Occasionally, the crime is of a violent nature, ranging from common assault to assault with weapon or aggravated assault. Violence in our schools victimizes all of us, as it creates an atmosphere of fear that significantly hinders learning.

Often, school administrators will consider some of the lesser crimes as discipline issues and will deal with them accordingly. Occasionally, it is necessary to involve the police.

If the police are involved, they will want to begin collecting evidence in case the matter goes to court. For a case to be successfully prosecuted, it is vital that the police collect evidence in a very controlled manner. Failure to follow recognized procedures can result in evidence being excluded in court and ultimately the dismissal of charges against an accused.

Evidence can be categorized into two types: direct evidence such as eyewitness testimony or indirect evidence such as fingerprints. Even when there is an eyewitness who is willing to testify, the police are still obligated to secure any other supporting but less direct evidence.

Even if the situation is not yet a police matter, it is important to remember that circumstances can change that may cause it to become one. Evidence negligently handled or intentionally tampered with will not only result in losing a court case, but can also harm your credibility.

For the purposes of school staff becoming involved in an investigation, there are a few areas that should be considered that will greatly assist the police. General guidelines can be found on the next page.

## **General Guidelines For School Staff**

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### **Interviewing Witnesses**

When speaking with students or others who may have witnessed an event, it is important to understand that the story they tell should not be influenced by the interviewer. Often witnesses will differ in recalling what they observed. This can be frustrating for the interviewer, possibly leading them to believe that the witness is not being truthful or didn't actually see what happened. It is important that the interviewer does not intentionally or even unintentionally influence the witness by suggesting a different version of events.

## **Interviewing Suspects**

The Canadian Charter of Rights and Freedoms guarantees everyone certain rights when it comes to being interviewed or interrogated as a suspect in a crime. Even if the interview is not conducted by the police, the suspect's rights must still be respected. A suspect must be advised of their rights and read the criminal caution prior to an interview beginning by anyone in a position of authority over the suspect. Such is the case when the interview is conducted by a school staff person. Failure to do so may forfeit not only that statement as far as court is concerned, but also any subsequent statements taken by police. It is important that any interview of a suspect be conducted by the police if there is any possibility that charges may be laid in relation to the issue under investigation.

## **Physical Evidence**

Occasionally, school staff will be called on to intervene in an incident that has occurred either in the school or nearby that has created a crime scene. Assaults and break and enters are examples of such events.

If the situation is a crime of violence, the first priority is to ensure the safety of students and staff. Then, tend to the injured if there are any. Try not to move anything in the immediate area and do not clean up any blood or other fluids before authorized by the police.

Generally, it is appropriate to leave weapons such as a knife where they are. However, this may present an ongoing risk if the area cannot be secured and it is not removed from the scene. If it is absolutely necessary to remove a weapon, do so by touching as little of it as possible and only if it can be safely handled.

If the situation is a crime against property, such as property damage, theft, or break and enter, be careful not to disturb any evidence such as fingerprints. Do not repair any damage or replace moved items until authorized by the police.

It may be necessary for you to move an item or at least cover it to prevent it from being lost. An example might be footprints in the snow or mud. A piece of cardboard placed over them can help preserve them.

Regardless of the type of crime committed, try to prevent any unnecessary persons from entering the scene and possibly destroying evidence.

Once the scene has been secured, attempt to identify any witnesses and/or suspects. Remove these individuals to separate locations, when possible, for interviews.

As soon as practical, begin making notes of your observations and actions during the event. Remember, these notes may become part of a criminal investigation and subject to full disclosure.

# **Fire Safety Officers, Roles and Classroom Emergency Route**