

**PURCHASE COLLEGE, S.U.N.Y.  
EMERGENCY EVACUATION  
PROCEDURES**

# **EMERGENCY EVACUATION PROCEDURE**

## **Purpose**

The purpose of Purchase College's Emergency Evacuation Plan is to ensure the safety and preservation of life of all Purchase College community members.

This document outlines procedures for alerting, evacuating, or sheltering in place all persons located on the Purchase College campus during an emergency. The College community has a responsibility to facilitate the safe evacuation or sheltering in place of all persons by adhering to the following guidelines.

Purchase College's policies and procedures require that all persons in a campus building evacuate any time the fire alarm system is activated, and/or upon notification by campus officials. These policies and procedures apply to both actual emergencies and drills, and must be followed by all members of the campus community. All persons are expected to evacuate in the event of an actual emergency or drill, if they can do so safely.

An evacuation exception may occur upon prior notification or announcement by campus officials.

## **Applicability**

This document is applicable to all members of the Purchase College campus community, including, but not limited to, faculty, staff, students, contractors, and visitors.

## **Roles and Responsibilities in the Event of an Alarm**

### **University Police Department**

The University Police Department (UPD) will respond to the initiation of an alarm on campus. Once UPD arrives, officers will assess and secure the scene to determine the level and severity of the emergency or threat. UPD will also work to ensure the safety of individuals and will coordinate with other emergency response personnel to address any present or potential threat(s). It is not the responsibility of UPD officers to evacuate any individuals. When the scene is deemed safe, UPD will announce an "all clear" for those persons who were unable to evacuate and persons located at the designated assembly spaces to re-enter the premises.

In the event of an emergency, the University Police Department may be reached by phone at (914) 251-6911. For non-emergency situations, UPD may be reached by phone at (914) 251-6900.

## Emergency Responders

In the event of an actual emergency, emergency responders will, upon arrival, secure the scene of the emergency and conduct searches throughout the building and at known locations of individuals who were unable to evacuate and those with disabilities. Emergency responders will evacuate any individuals who are unable to evacuate due to physical disability, injury, incapacity, or any other reason. Emergency responders may include local fire department personnel and emergency medical services personnel.

## Campus Community Members

Purchase College faculty, staff, students, contractors, visitors, and any other members of the campus community, should evacuate in the event of an actual emergency or drill. If an individual is unable to safely evacuate without assistance, they should move to the nearest enclosed stairwell entrance away from the path of traffic and call the University Police Department (UPD) 914-251-6911 for assistance. If the hazard becomes life-threatening before emergency responders arrive, move immediately into the enclosed stairwell and close all doors. If the nearest enclosed stairwell entrance is impeded or an individual is otherwise unable to safely move to those areas, the individual may shelter-in-place. Any individuals that must shelter-in-place should contact UPD and report their location for further assistance. However, sheltering in place should always be a last resort.

Note: Members of the Purchase College staff, faculty, and student body are not responsible for evacuating any other individuals on campus.

## **EMERGENCY EVACUATION PRE-PLANNING**

The College strongly suggests that individuals plan ahead for emergencies to the extent that they are able to do so. Pre-planning includes developing an evacuation plan and discussing the specifics of such a plan, as needed, with members of the college community, including, but not limited to, supervisors, co-workers, faculty, peers, residence hall staff, and other residents.

### **Pre-Emergency Preparation: Students and Employees with Disabilities**

The safety of individuals with disabilities will depend on their own judgment and knowledge of general safety precautions. When planning in advance for any potential emergency on campus, the College suggests that individuals with disabilities keep the following considerations in mind:

- Be familiar with the layout, location of accessible exit routes, enclosed stairwells in every building in which you have class, live, work, or frequent on campus.
- Be familiar with the emergency alarm system in each building (e.g., horn, strobe lights).
- Inform appropriate campus officials about specific evacuation needs (e.g., use of a wheelchair or respirator, breathing or stamina difficulties).
- Meet with Community Engagement staff, the Office of Disability Resources, Environmental Health and Safety, or the ADA Compliance Coordinator prior to the start

of each academic semester to discuss the emergency evacuation procedures, as well as exchange contact information.

- Incorporate any supportive devices or assistive personnel in your emergency evacuation pre-planning exercises.

Note: The guidelines listed above are offered as general suggestions and should not be construed as an official plan of action.

## **Self-Identification with the College**

Self-identification is voluntary. The purpose of self-identifying is to provide information to assist the College with alerting, evacuating, or otherwise assisting individuals with disabilities in the event of an emergency. At the beginning of each academic semester, all students, faculty and staff who desire assistance with evacuating in the event of an emergency or drill should self-identify with the College.

All employees, including faculty and staff, who choose to self-identify with the College should direct their self-identification information to:

Affirmative Action and ADA Compliance

Email [Affirmative.action@purchase.edu](mailto:Affirmative.action@purchase.edu)

Phone (914) 251-5991

Human Resources

Email [Human.resources@purchase.edu](mailto:Human.resources@purchase.edu)

Phone (914) 251-6090

All students who choose to self-identify with the College should direct their self-identification information to:

The Office of Disability Resources

Email [odr@purchase.edu](mailto:odr@purchase.edu)

Phone (914) 251-6035

It is the responsibility of individuals who believe they may need assistance during an emergency to self-identify with the above-listed departments. It is also the sole responsibility of any individual requiring assistance to update his or her self-identification information at the beginning of each academic semester. Individuals should also update this information whenever circumstances warrant an update (e.g., changes in condition that will require a change in assistance).

## **Personal Emergency Plans**

In addition to identifying with the College, the College strongly encourages individuals with disabilities to develop and maintain their own personal emergency plan. A personal emergency plan is a plan developed by and for the individual that aligns with the Colleges' emergency

evacuation procedure to facilitate a safe evacuation of that individual, in the event of an emergency.

When developing a personal emergency plan, individuals should keep the following considerations in mind:

- Become familiarized with the safest area located on each floor within the building in which a person with disabilities can await assistance from emergency response personnel (e.g., police, fire, medical).
- Designate a means to inform emergency response personnel of your location.
- List any necessary items for use, support or assistance during an evacuation (e.g. wheelchairs, walkers, respirators or other breathing apparatuses, medications).

Note: A floor meeting will be conducted during the early part of each semester that will include a discussion of disability concerns and emergency procedures including those for individuals with disabilities. In addition, residence hall staff training will include a discussion of the location of individuals with disabilities in each building, as well as procedures for assisting students.

### **Before an Emergency Occurs**

All Purchase College employees and students are automatically registered with Rave, the College's electronic emergency notification system. This system enables college officials to reach members of the college community by rapidly transmitting short notifications by email, by text message, or voice message.

To update your contact information, please visit: <https://www.purchase.edu/emergencycontact>. If you need assistance with updating your emergency contact information please contact the Campus Technology help desk at (914) 251-6465.

### **During an Emergency**

In the event of the initiation of an alarm, follow exit signs to evacuate the building. Do not use elevators to evacuate the building unless otherwise instructed by campus officials or emergency response personnel. Once outside of the building, proceed to the designated safe assembly area. The assembly area will be at least 50 feet away from the building entrance or exit.

All persons should wait at the designated safe assembly area until the University Police Department announces an "all clear" to return inside of the building.

### **In the event of a Fire or Smoke Condition**

If you discover a fire or a smoke condition, pull the fire alarm to alert everyone inside of the building. Pull boxes are typically located at stairway doors and building exits. Please also report the incident to the University Police Department by dialing (914) 251-6911 or 911. If comfortable doing so, use a fire extinguisher to extinguish small fires. Remember PASS: Pull the pin, Aim at

the base of fire, Squeeze the handle, Sweep side to side until the fire extinguisher is empty. Do not turn your back on the fire, carefully back away after the extinguisher is empty.

Once emergency responders arrive on the scene, individuals may report any first-hand information they have. Individuals should report missing, hurt, or incapacitated persons and their possible locations to emergency personnel once outside of the building.

If an individual is unable to safely evacuate without assistance, they should move to the nearest enclosed stairwell entrance away from the path of traffic and call the University Police Department (UPD) 914-251-6911 for assistance. If the hazard becomes life-threatening before emergency responders arrive, move immediately into the enclosed stairwell and close all doors. If the nearest enclosed stairwell entrance is impeded or an individual is otherwise unable to safely move to those areas, the individual may shelter-in-place. Any individuals that must shelter-in-place should contact UPD and report their location for further assistance. Be certain to notify UPD of your location, in addition to asking others who are evacuating to alert emergency responders as well.

It is strongly recommended that persons who may be unable to evacuate without assistance acquire additional alerting devices to draw attention to themselves during an emergency. Cell phones, alerting devices, fully charged battery operated lighting devices or loud whistles are effective tools for contacting emergency personnel or drawing attention.

## **EMERGENCY EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES**

It is the goal of Purchase College to plan for the safe and orderly evacuation of persons with disabilities during an emergency.

The College recognizes that some individuals may require assistance with alerting, evacuating, and/or sheltering-in-place in the event of an emergency. The College therefore asks all individuals who may need assistance in an emergency to self-identify with the College. Members of the college community who self-identify are encouraged to develop their own personal emergency plan that includes specific evacuation procedures and sheltering procedures. Communication devices, cell phone batteries, alerting devices, and other critical items (e.g. medications) should be placed in an emergency evacuation “to go” bag. Supportive personnel such as personal care attendants, if applicable, should be included in personal emergency plans as well.

Special considerations may need to be made in emergency situations for individuals, including employees, students, and guests on campus with disabilities. How an individual with a disability responds to an emergency depends on the type of emergency, the specific disability, and the individual’s location on campus.

### **Evacuate**

College procedures require all persons to evacuate a facility anytime the alarm system is activated or individuals are otherwise instructed to do so. Depending upon the facility and type of disability, a person with disabilities may have the following evacuation options:

- If street level, evacuate the building at the nearest exit.
- Vertical evacuation (e.g., stairway);
- Horizontal evacuation (e.g., going from one building into a connected, adjacent building on the same level, going to the opposite side of the same building);
- Proceeding to the nearest enclosed stairwell, call UPD for assistance and await evacuation; or
- Shelter-in-place to await evacuation (e.g., office, classroom, dorm room).

Note: Elevators are never to be used in the event of an alarm or emergent event without explicit authorization by fire or police personnel.

### **Vertical Evacuation (Stairway)**

Individuals with mobility impairments who are able to walk independently or with assistance may be able to negotiate stairs. In determining whether to attempt a stairway evacuation the individual should take into account the nature of the emergency, the ability of the individual to navigate the stairs and whether the level of traffic on the stairs would impede the ability of the individual to execute a safe stairway evacuation.

Stairway evacuations of individuals who use wheelchairs may be hazardous to disabled individuals, rescuers, and others attempting to evacuate and should not be attempted by untrained personnel.

Enclosed stairwell entrances and landings can be used by those who are unable to evacuate with or without assistance. Persons with disabilities, if able, may shelter in enclosed stairwell landings, so long as they are able to do so safely and without obstructing the flow of traffic as people exit the building.

### **Horizontal Evacuation**

Move away from the area of imminent danger to a safer location (e.g., to another wing, the opposite end of the corridor, the outside if on the ground level).

### **Move to the nearest enclosed stairwell for evacuation assistance**

When an alarm sounds, immediate evacuation is required. If an individual is unable to safely evacuate without assistance, they should move to the nearest enclosed stairwell entrance away from the path of traffic and call the University Police Department (UPD) 914-251-6911 for assistance. When calling UPD be certain to provide your name, location and reason for calling. If the hazard becomes life-threatening before emergency responders arrive, move immediately into the enclosed stairwell and close all doors. Buildings with enclosed stairwells are often designed with enclosed stairwells on both ends of each floor. All persons should acquaint themselves with the locations of the enclosed stairwells in buildings that they frequent (e.g. classroom buildings, the dining hall, student lounges).

If the nearest enclosed stairwell entrance is impeded or an individual is otherwise unable to safely move to those areas, the individual may shelter-in-place.

### **Shelter-In-Place**

If it is not possible to evacuate or reach the nearest enclosed stairwell entrance area, individuals may remain in a room. Preference should be given to rooms that contain an exterior window, a telephone, and a door that is able to close. Individuals can signal from the window by waving a cloth or other visible object.

Individuals who may require assistance should contact the University Police Department at (914) 251-6911 during an emergency to provide them their name, location and reason for calling. It is also important to indicate specific evacuation needs that should be considered for evacuation. The University Police Department will notify emergency personnel of the individual's location. Phone lines normally remain in service during most building emergencies.

Note: Emergency personnel will enter the building to evacuate individuals who require assistance as quickly as possible. Evacuation will not occur in non-emergency or drill situations.



## **PROCEDURES FOR ASSISTING INDIVIDUALS WITH DISABILITIES**

When assisting with the evacuation of individuals with disabilities, please refer to the guidelines below, which provide suggestions for assisting individuals with specific types of disabilities.

Always ask someone with a disability how you can help before giving assistance or attempting any rescue technique. Ask how that person can best be assisted or moved and whether there are any special considerations or items that need to come with the person, such as respirators, mobility aids, medications, or other equipment.

### **Visual Impairments**

Give verbal instructions that direct the individuals to the safest route or direction. Use compass or clock directions, estimated distances, and directional terms. Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. As you walk, tell the individual where you are and the location of any obstacles. When you have reached safety, orient the person as to where you are. If you leave the person after reaching safety, make sure that he or she knows his or her current location and how to reach the next desired location.

### **Hearing Impairments**

Alarms are equipped with strobes that flash in the event of an emergency. Persons with hearing impairments may not notice or hear emergency alarms and will need visual cues to be alerted of emergency situations. Clearly identify the emergency and the need to evacuate the building. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to direct the person to the safest route or direction by pointing toward exits or evacuation maps.

### **Mobility Impairments**

It may be necessary to help clear an exit route of debris (if possible) so that a person with mobility impairment can move to a safer area. Persons who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. Assess the situation and consider whether you should wait until heavy traffic has cleared before attempting to use a stairway.

All individuals on the first floor of the building should immediately leave the building using the nearest safe exit.

### **Training**

All College departments can call the Office of Environmental Health and Safety to obtain fire safety and emergency evacuation training. Students shall receive fire safety and evacuation information during orientation. Practice should instill confidence in one's ability to cope in an emergency while ensuring that appropriate lifesaving actions will be taken during an actual emergency. Response preparedness may consist of walk-throughs, table-top training exercises, and unannounced drills.

PURCHASE COLLEGE, S.U.N.Y  
EMERGENCY EVACUATION  
PROCEDURES  
SUMMARY

**In an actual emergency, emphasis must and will be placed on personal safety and the preservation of life. Emergency response personnel are responsible for evacuating individuals who are unable to do so. Campus personnel are not expected to fight fires or extricate individuals.**

**In the event of a fire alarm signal:**

**Evacuate** the building. Follow the **exit** signs. **Do Not Use Elevators.**

Exit at a normal pace and proceed to the designated safe assembly area outside of the building. (Assembly Area should be at least 50 feet away from the building entrance/exit)

Wait at the designated safe assembly area until the University Police Department announces “All Clear” to return inside of the building.

Report missing, hurt, or incapacitated persons and their possible locations to emergency personnel.

**If you discover a fire or a smoke condition:**

Pull the fire alarm to alert everyone. Pull boxes are usually located at stairway doors and building exits.

Confine the fire by closing all doors.

Evacuate the building and follow the **exit** signs, **Do Not Use Elevators.**

Report the incident to the University Police by dialing (914) 251-6911 (or x6911 from any campus phone).

Report to emergency personnel any first-hand information you have.

If comfortable doing so, use a fire extinguisher to extinguish small fires. ---- Remember PASS:

Pull the pin, Aim at the base of fire, Squeeze the handle, Sweep side to side until the fire extinguisher is empty. Do not turn your back on the fire, carefully back away after the extinguisher is empty.

**Evacuation Procedure for Individuals with Disabilities:**

Note: information regarding students who self-identified with the College as requiring assistance in an emergency is shared with the College’s emergency personnel. It is recommended that all individuals with disabilities create an individual Personal Evacuation Plan to ensure their readiness to respond in emergency situations.

In the event of a fire alarm or an emergency evacuation event individuals with disabilities should, if able to, evacuate the building. **Do Not Use Elevators.**

Individuals who are able to negotiate stairs with or without minor assistance should do so when evacuation is required.

Individuals should use caution when negotiating the stairwells.

If an individual is unable to safely evacuate without assistance, they should move to the nearest enclosed stairwell entrance away from the path of traffic and call the University Police Department (UPD) 914-251-6911 for assistance. If the hazard becomes life-threatening before emergency responders arrive, move immediately into the enclosed stairwell and close all doors.

If the nearest enclosed stairwell entrance is impeded or an individual is otherwise unable to safely move to those areas, the individual may shelter-in-place. Any individuals that must shelter-in-place should contact UPD and report their location for further assistance.

If comfortable doing so individuals; (a) may escort (do not carry or lift) the disabled individual to the nearest enclosed stairwell, (b) and report the location of the disabled individual to the University Police 6911.

Be sure you have the proper type fire extinguisher:

ABC Fire Types:      Class A Fire: Wood, Paper, Plastic;  
                             Class B Fire: Oil, Grease, Flammables; and  
                             Class C Fire: Electrical

PASS:      Pull the pin, Aim at base of fire, Squeeze handle, Sweep side-to-side

Report any discharged fire extinguisher to Facilities at #6920 for replacement.

Questions regarding fire and life safety? Contact Environmental Health & Safety at 6917.