

## Emergency Evacuation Procedures

### Vaughn College of Aeronautics

#### Main Building 86-01 23 Avenue, East Elmhurst, NY 11369

For the safety of all occupants of the building, please follow the procedures when an alarm sounds:

1. Leave the building immediately upon activation of the fire alarm. Under normal conditions you are expected to evacuate from any facility in less than three minutes.
2. Learn the location of the two exits nearest to your room. Do not assume your usual exit is closest or safest.
3. If possible, bring your keys and Student ID and dress for the weather (i.e. shoes and a coat).
4. When you leave your room, close your door.
5. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room see number nine below).
6. Only use stairways; never use an elevator. (Elevators are not accessible during a fire emergency.)
7. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors. Once outside, go to the designated gathering point, which is at least 150 feet away from the building.
8. Do not re-enter the building until instructed by College or fire department officials.
9. If you cannot leave your room due to a respiratory disability or for any other reason:
  1. Block all openings with wet towels;
  2. Call 911 and advise the dispatcher of your location;
  3. Stay close to the window holding a wet towel to your face
  4. Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out of the window

It is good practice to be aware of, and make use of, all fire exits. In a fire emergency, always be aware of multiple evacuation points.

**Fire Wardens should immediately report to their assigned area and begin helping people to evacuate the building.**

**Library 1<sup>st</sup> Floor** – L--102 will be evacuated using the emergency doors leading to 86<sup>th</sup> street. Once outside everyone should cautiously proceed across the Ditmars Blvd. to Plane View Park. Ditmars can be a busy street so a fire warden will be stationed on the street to help people cross safely.

L--100 and L--101 --and the office staff should be evacuated through the vestibule doors and the emergency doors in L102 as well. They also will then proceed across the street to Plane View Park and regroup.

Non-ambulatory personnel will be evacuated in the same manner, and at the same time, as the rest of the personnel on the first floor.

**Library 2<sup>nd</sup> Floor** --- (L-201 to L-207) the second floor of the library will be evacuated via the main staircase and the secondary staircase located by the elevator. The elevator will not be used in the event that the alarm has been activated. From the staircases everyone will exit through the vestibule onto 23<sup>rd</sup> ave. and proceed to Plane View Park across Ditmars to regroup.

Non-ambulatory personnel should proceed to the designated area of refuge at the top of the main staircase and wait to be safely evacuated. Fire wardens will then assist them in evacuating down the main staircase. They will then exit through the vestibule onto 23<sup>rd</sup> ave and proceed to Plane View Park across Ditmars to regroup.

**Classrooms W143, W 144, W146, W148, W150, W155A, W159, W 160, W161, W162, W164, W165, W168 and W170** --- will evacuate through the Ditmars west exit. They will then proceed to the Plane View Park to regroup.

**Classroom 155B** --- will evacuate through the emergency exit in the room. They will then proceed west on Ditmars and cross the street into Plane View Park to regroup.

**Classrooms W152, W152A, W154, W156, W158** --- will evacuate through the 23<sup>rd</sup> Ave. exit and proceed west on 23<sup>rd</sup> ave and cross the street into Plane View Park to regroup.

**Financial Aid, Student Accounts, Career Services, and Admissions** -- (rooms A103 to A 131) - will evacuate through the exit next to the maintenance shop into the parking lot on 23<sup>rd</sup> Ave. They will then proceed east on 23<sup>rd</sup> Ave. away from the building and reconvene on 90<sup>th</sup>ave.

Non-ambulatory personnel in the area above should proceed to the designated area of refuge at the top of the staircase located in the upper lobby near security and for a Fire Warden to assist them in evacuating or evacuate through the Ditmars east exit. Then proceed on Ditmars to Plane View Park to regroup.

**The office of the President, Finance, Human Resources, Public Affairs, Development and Events** (Rooms A132 to A145) will evacuate through the Ditmars west exit, then proceed west on Ditmars and across the street to the Plane View Park to regroup.

Non-ambulatory personnel will be evacuated in the same manner, and at the same time, as the rest of the personnel on the first floor.

**Faculty rooms – (Rooms F 111 to F 139)** --- will evacuate through the emergency exit next to 119. They will exit through the door at the bottom of the stairs into the traffic circle. They will proceed across the parking lot and reconvene in front of the residence hall.

Non-ambulatory personnel in the area above should proceed to the designated area of refuge at the top of the staircase located in the upper lobby near security and wait for a Fire Warden to assist them in evacuating or evacuate through the Ditmars east exit. Then proceed west on Ditmars to Plane View Park to regroup.

**Classrooms E101, E102 and offices in that wing** --- will evacuate through the emergency exit next to E101 and proceed east on 23<sup>rd</sup> Ave. They will reconvene on 90<sup>th</sup> street.

Non-ambulatory personnel will be evacuated in the same manner, and at the same time, as the rest of the personnel on the first floor.

**Classrooms E201, E202** --- will evacuate down staircase D and out the emergency exit at the bottom of the stairs. They will then proceed east on 23<sup>rd</sup> Ave. and reconvene on 90<sup>th</sup> street.

Non-ambulatory personnel should proceed to the designated area of refuge outside 201 and wait until they can be safely evacuated. The Fire wardens will then assist them in evacuating down staircase D and out the emergency exit at the bottom of the stairs. They will then proceed east on 23<sup>rd</sup> ave and reconvene on 90<sup>th</sup> st.

**Classrooms E103, E104, E105, E106, E107, E108** --- will evacuate through the main lobby and proceed east through the main parking lot. They will reconvene in front of the residence hall.

**Classrooms E203, E204, E205, E206** --- will evacuate down staircase F and through the main lobby. They will proceed east through the parking lot and reconvene in front of the residence hall.

Non-ambulatory personnel should proceed to the designated area of refuge outside 201 and wait until they can be safely evacuated. The Fire wardens will then assist them in evacuating down staircase D and out the emergency exit at the bottom of the stairs. They will then proceed east on 23<sup>rd</sup> ave and reconvene on 90<sup>th</sup> st.

**The Tower**--- will evacuate down staircase A and through the lobby. They will then proceed east across the parking lot and reconvene in front of the residence hall.

Non-ambulatory personnel should wait for assistance from the Fire Wardens to be safely evacuated; they will be evacuated down staircase A and through the lobby. They will then proceed east through the parking lot and reconvene in front of the Residence Hall.

**Classrooms H121, H122** --- will exit through the hallway doors that lead to the traffic circle and head east across the main parking lot they will reconvene in front of the residence hall.

**Classrooms H123, H126** --- will evacuate through the emergency exits in the hangar. They will then exit through the gates in the fence onto Ditmars Blvd. and proceed east away from the school. They will reconvene on 90<sup>th</sup> street.

**The Welding Lab** --- will exit through the emergency exit in the welding lab. They will then exit through the gates in the fence onto Ditmars Blvd. and east away from the school. They will reconvene on 90<sup>th</sup> street.

Non-ambulatory personnel will be evacuated in the same manner, and at the same time, as the rest of the personnel on the first floor.

#### **Lower Level**

**Rooms LL10, LL11 and LL12** --- will evacuate up staircase and out the exit next to Maintenance Shop into the parking lot on 23<sup>rd</sup> street. They will then proceed east on 23<sup>rd</sup> Ave. and reconvene on 90<sup>th</sup> street.

Non-ambulatory personnel should proceed to the designated area of refuge outside room LL18 and wait to be safely evacuated. The fire wardens will then assist them in evacuating up staircase E. They will proceed east through the parking lot and reconvene in front of the residence hall.

**Rooms LL13, LL14, LL15, LL16, LL17, LL18 and staff with offices on lower level and the cafeteria staff /patrons** --- will evacuate up staircase E and through the door leading to the traffic circle. They will then proceed east through the main parking lot and reconvene in front of the residence hall.

Non-ambulatory personnel should proceed to the designated area of refuge outside room LL18 and wait to be safely evacuated. The fire wardens will then assist them in evacuating up staircase E. They will proceed east through the parking lot and reconvene in front of the residence hall.

## **Emergency Evacuation Procedures**

### **Vaughn College of Aeronautics**

**Residence Hall 22-40 90<sup>th</sup> Street , East Elmhurst, NY 11369**

For the safety of all occupants of the building, please follow the procedures when an alarm sounds:

1. Leave the building immediately upon activation of the fire alarm. Under normal conditions you are expected to evacuate from any facility in less than three minutes.
2. Learn the location of the two exits nearest to your room. Do not assume your usual exit is closest or safest.
3. If possible, bring your keys and Student ID and dress for the weather (i.e. Shoes and a coat).
4. When you leave your room, close your door.
5. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room see number nine below).
6. Only use stairways; never use an elevator.
7. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors. Once outside, go to the designated gathering point, which is at least 150 feet away from the building.
8. Do not re-enter the building until instructed by College or fire department officials.
9. If you cannot leave your room due to a respiratory disability or for any other reason:
  1. Block all openings with wet towels;
  2. Call 911 and advise the dispatcher of your location;
  3. Stay close to the window holding a wet towel to your face
  4. Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out of the window

It is good practice to be aware of, and make use of, all fire exits. In a fire emergency, always be aware of multiple evacuation points.

**Fire Wardens and RAs should immediately report to their assigned area and begin helping people to evacuate the building**

### 3<sup>rd</sup>. Floor

**Rooms 301 302 303 304 305 306 307 308** – will evacuate down staircase 1 and through the emergency exit at the bottom of the stairs. They will then proceed through the gates in both fences and out onto 90<sup>th</sup> street. They will proceed north on 90<sup>th</sup> away from the building. They will then proceed west on Ditmars Blvd. and reconvene in the Ditmars parking lot.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 301 and wait until they can be safely evacuated. The RA's will then assist in evacuating them down staircase 1. They will then proceed through the gates in both fences and out onto 90<sup>th</sup> street. They will proceed north on 90<sup>th</sup> away from the building. They will then proceed west on Ditmars Blvd. and reconvene in the Ditmars parking lot.

**Rooms 309 310 311 312 314**– will evacuate down staircase 2 and through the lobby. Once outside they will proceed across the parking lot and reconvene in front of the main building.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 301 and wait until they can be safely evacuated. The RA's will then evacuate them down staircase 1. They will then proceed through the gates in both fences and out onto 90<sup>th</sup> street. They will proceed north on 90<sup>th</sup> away from the building. They will then proceed west on Ditmars Blvd. and reconvene in the Ditmars parking lot.

**Rooms 317 318 319 and the laundry room-** will evacuate down staircase 2 and through the lobby. Once outside they will proceed across the parking lot and reconvene in front of the main building.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 325 and wait until they can be safely evacuated. The RA's will then assist them in evacuating down staircase 3. They will exit the building through the emergency exit at the bottom of staircase 3. Once outside they will proceed across the parking lot and reconvene in front of the main building.

**Rooms 320 321 322 323 324 325** – will evacuate down staircase 3. They will exit the building through the emergency exit at the bottom of staircase three. Once outside they will proceed across the parking lot and reconvene in front of the main building.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 325 and wait until they can be safely evacuated. The RA's will then assist them in evacuating down staircase 3. They will exit the building through the emergency exit at the bottom of staircase 3. Once outside they will proceed across the parking lot and reconvene in front of the main building.

### 2<sup>ND</sup> Floor

**Rooms 201 202 203 204 205 206 207 208** – will evacuate down staircase 1 and through the emergency

exit at the bottom of the stairs. They will then proceed through the gates in both fences and out onto 90<sup>th</sup> street. They will proceed north on 90<sup>th</sup> away from the building. They will then proceed west on Ditmars Blvd. and reconvene in the Ditmars parking lot

Non-ambulatory personnel should proceed to the designated area of refugee outside room 201 and wait until they can be safely evacuated. The RA's will then assist them in evacuating down staircase 1. They will then proceed through the gates in both fences and out onto 90<sup>th</sup> street. They will proceed north on 90<sup>th</sup> away from the building. They will then proceed west on Ditmars Blvd. and reconvene in the Ditmars parking lot.

**Rooms 209 210 211 212 214**– will evacuate down staircase 2 and through the lobby. Once outside they will proceed across the parking lot and reconvene in front of the main building.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 201 and wait until they can be safely evacuated. The RA's will then assist them in evacuating down staircase 1. They will then proceed through the gates in both fences and out onto 90<sup>th</sup> street. They will proceed north on 90<sup>th</sup> away from the building. They will then proceed west on Ditmars Blvd. and reconvene in the Ditmars parking lot.

**Rooms 217 218 219 and the laundry room**- will evacuate down staircase 2 and through the lobby. Once outside they will proceed across the parking lot and reconvene in front of the main building.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 225 and wait until they can be safely evacuated. The RA's will then assist them in evacuating down staircase 3. They will exit the building through the emergency exit at the bottom of staircase 3. Once outside they will proceed across the parking lot and reconvene in front of the main building.

**Rooms 220 221 222 223 224 225** – will evacuate down staircase 3. They will exit the building through the emergency exit at the bottom of staircase three. Once outside they will proceed across the parking lot and reconvene in front of the main building.

Non-ambulatory personnel should proceed to the designated area of refugee outside room 225 and wait until they can be safely evacuated. The RA's will then assist them in evacuating down staircase 3. They will exit the building through the emergency exit at the bottom of staircase 3. Once outside they will proceed across the parking lot and reconvene in front of the main building.

### 1<sup>st</sup> Floor

**Rooms 101 102 103 104 105 106 107** --- will evacuate through the emergency exit at the bottom of staircase 1. They will proceed through both gates onto 90<sup>th</sup> avenue. They will proceed north to Ditmars Blvd. They will then proceed west on Ditmars and reconvene in the Ditmars parking lot.

**Rooms 123 124 the kitchen the lounge and all staff offices** – will evacuate through the lobby. They will then proceed across the parking lot to the main building where they will reconvene.

**Rooms 125 126 127 128 129 130** -- will evacuate through the emergency exit at the bottom of staircase three. They will then proceed across the parking lot to the main building where they will reconvene.

Non-ambulatory personnel will be evacuated in the same manner, and at the same time, as the rest of the personnel on the first floor.

The command post will be the security office in the lobby of the building if possible. If not possible the alternative will be the security desk in the main lobby. When fire wardens and RAs have cleared their assigned areas they will inform the command post.



## Emergency Evacuation Procedures

### Vaughn College of Aeronautics

#### ATI Building 43-05 20<sup>th</sup> Avenue, Astoria NY 11105

For the safety of all occupants of the building, please follow the procedures when an alarm sounds:

1. Leave the building immediately upon activation of the fire alarm. Under normal conditions you are expected to evacuate from any facility in less than three minutes.
2. Learn the location of the two exits nearest to your room. Do not assume your usual exit is closest or safest.
3. If possible, bring your keys and Student ID and dress for the weather (i.e. shoes and a coat).
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5. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room see number nine below).
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7. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors. Once outside, go to the designated gathering point, which is at least 150 feet away from the building.
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  1. Block all openings with wet towels;
  2. Call 911 and advise the dispatcher of your location;
  3. Stay close to the window holding a wet towel to your face
  4. Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out of the window

It is good practice to be aware of, and make use of, all fire exits. In a fire emergency, always be aware of multiple evacuation points.

**Fire Wardens should immediately report to their assigned area and begin helping people to evacuate the building.**

## **1<sup>st</sup> Floor**

**Rooms T111 T 112 T113 T114 T115 T116 T118 first floor rooms**--- will evacuate through the lobby onto 20<sup>th</sup> Ave. they will then proceed east on 20<sup>th</sup> Ave away from the building. They will reconvene on 20<sup>th</sup> Ave between 45<sup>th</sup> and 46<sup>th</sup> street.

**Rooms T117 120 first floor rooms** will evacuate through the rear exit located on 43<sup>rd</sup> Ave and proceed west on 20<sup>th</sup> ave away from the building. They will reconvene on 20<sup>th</sup> Ave between 43<sup>rd</sup> and 42<sup>nd</sup> Ave.

Non-ambulatory personnel will be evacuated in the same manner, and at the same time, as the rest of the personnel on the first floor.

## **2<sup>nd</sup> Floor**

**2<sup>ND</sup> floor Faculty offices 2<sup>ND</sup> floor Administrative offices** --- will evacuate down the stairs and out through the main lobby. They will proceed through the lobby onto 20<sup>th</sup> Ave. They will then proceed east on 20<sup>th</sup> Ave away from the building. They will reconvene on 20<sup>th</sup> Ave between 45 and 46 streets.

Non-ambulatory personnel should proceed to the designated area of refuge at the top of staircase 2 and wait to be safely evacuated. Fire wardens will then assist in evacuating them down the stairs and out through the main lobby. They will proceed through the lobby onto 20<sup>th</sup> Ave. They will then proceed east on 20<sup>th</sup> Ave away from the building. They will reconvene on 20<sup>th</sup> Ave between 45 and 46 streets.

Fire wardens should leave when their assigned area is completely evacuated.