

The logo for the New York School of Interior Design, featuring the school's name in white serif font on a red square background.

New York
School
of Interior
Design

Emergency Procedure Plan 2023

The New York School of Interior Design is fully committed to the safety and welfare of our students, faculty, staff and visitors. This Emergency Procedures Guide is intended to provide procedures for management of emergencies and should be adapted to each situation.

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IMPORTANT PHONE NUMBERS:

911 – Should be called when there is an emergency in any situation that requires immediate assistance from the police, fire department or ambulance.

311 – Should be called for all non-emergencies.

19th Precinct – Is located at 153 E67th Street or by calling 212-452-0600 and serves the 69th and 70th street buildings.

13th Precinct – Is located at 230 E21st Street or by calling 212-477-7411 and serves the Graduate Center.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

- Be aware of all marked exits from your area and building and know the routes out of the building. If necessary or directed to do so, activate the building alarms by using the pull stations located next to every staircase and exit.
- When evacuating the building, move quickly to the nearest exit and use the staircase to exit.
- Anyone in a wheelchair or with any disability that prevents them from using the stairs, is instructed to go to the nearest staircase so first responders can help with help evacuating.
- Once outside of the building keep sidewalks and front entrance clear for emergency responders and do not reenter the buildings until cleared by the fire department.
- Notify the emergency personnel of any persons believed to still be in the building.
- The 69th and 70th street building should be evacuated when any fire alarm smoke/carbon monoxide alarm sounds continuously and/or upon notification by any NYSID school official or by any emergency responders....FDNY, NYPD, DOB, Con Edison etc.
- At 401 Park Avenue South, after the sound of the fire alarm, listen carefully for the instructions given over the buildings public announcement system. Do not evacuate unless you are instructed to do so.

MEETING LOCATIONS DURING AN EVACUATION

Main Building (170 E70th Street) – 3rd Avenue between 70th street and 71st streets.

69th Street Building (161 E69th Street) – 3rd Avenue between 68th and 69th streets.

Grad Center (401 Park Avenue South) – Park Avenue between and 28th and 29th streets.

FIRE DRILLS

Fire drills are conducted throughout the year in accordance with New York City Fire Department Codes. All students, faculty and staff are required to participate. If a fire alarm is sounded in the 69th or 70th street buildings, calmly proceed to the nearest exit in an orderly manner using only the staircases, and leave the building or follow the directions of the floor warden. At 401 Park Avenue South, please listen carefully for instructions through the Public Address system for detailed instructions. Elevators are not to be used when exiting the school while the fire alarm is sounding.

FIRE – HOW TO USE A FIRE EXTINGUISHER:

Extinguishers are located in every stairwell, hallway and in most classrooms

Using the **PASS** technique:

1. **P**ull the pin from the handle.
2. **A**im at the base of the fire.
3. **S**queeze the handle.
4. **S**weep from side to side at the base of the fire.

FIRE – WHAT TO DO

If a fire occurs in any NYSID building, community members should immediately notify the FDNY by calling 911. We strongly encourage people reporting a fire to FDNY to also report that incident as soon as practicable to the Facilities Department and Campus Safety Office at 212-472-1500 ext. 410. If a member of the NYSID community finds evidence of a fire that has been extinguished, and the person is not sure whether FDNY has already responded, the community member should immediately make the notifications listed above. Fire alarms alert NYSID community members of potential hazards and community members are required to heed their warning. Community members should familiarize themselves with the exits in each building. During a drill or a real fire, there is no differentiation between the sirens and strobe lights used. To ensure safety, all fire drills are taken as seriously as a real fire. Fire alarms and strobe flairs are used to alert NYSID community members of potential hazards and community members are required to heed their warning. If fire or smoke is on your floor:

- Pull the nearest fire alarm located in front of every staircase and at all exits to the buildings (or after reaching a safe area, call 911) and if possible contact the front desk (at 70th Street lift the receiver on the stairwell phone or call 212-472-1500; at 401 Park Avenue South, use the phone in the 28th street lobbies)
- Alert other people on your floor and close all doors
- Move quickly to the nearest smoke free stairway and evacuate or as otherwise instructed.
- Do not use the elevators.
- Each building has different means of evacuations and community members should familiarize themselves with the exits in each building.
- Notify the front desk receptionists of any persons who may need special assistance, or with physical disabilities, who cannot use stairs unaided.
- Know the location of the fire extinguishers; pull stations, exits and evacuation routes.
- Do not attempt to extinguish a fire unless it is safe to do so. Do not risk personal harm.
- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the doorknob. If it is hot, do not open the door.
- If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
- Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation.
- Hang a sheet or towel from the window to announce that you are in your room.
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell.
- Don't panic.

THREAT OF VIOLENCE:

Any threat of violence needs to be reported to the front desk immediately.

In the 70th Street Building this can be done on your mobile phone by calling 212-472-1500 and then dialing 0, by using any classroom phone by using any classroom phone and following the instructions or by just picking up the phones located in stairwell A on the 3rd and 4th floor.

At 401 Park Avenue South, on your mobile phone by calling 212-472-1500 and then dialing 0, by using any classroom phone by using any classroom phone and following the instructions or by using the phones just outside of the 28th street entrances on the 2nd and 3rd floor to communicate with the front desk attendant. Just picking up the handset will connect the caller to the desk automatically

If the threat is of immediate danger, dial 911 from any school phone and report the threat to the police first and then to the front desk by following the instructions mentioned above.

Stay calm and do not provoke a response from the individual(s)

VIOLENT SITUATION:

1. Call 911 as soon as it is safe to do so.
2. In the 70th Street Building this can be done on your mobile phone by calling 212-472-1500 and then dialing 0, by using any classroom phone and following the instructions or by just picking up the phones located in stairwell A on the 3rd and 4th floor.

At 401 Park Avenue South, use the phones just outside of the 28th street entrances on the 2nd and 3rd floor to communicate with the front desk attendant. Simply by picking up the handset.

3. Remain calm and cooperative and do not threaten or provoke the aggressor.
4. Take shelter or leave the area quickly and quietly.
5. Assist Police with information and follow their instructions.
6. Write down as much information as possible about the incident as soon as possible.

MEDICAL EMERGENCY:

In the 70th Street Building, call 911 and then notify the front desk on your mobile phone by calling 212-472-1500 and then dialing 0, by using any classroom phone or by just picking up the phones located in stairwell A on the 3rd and 4th floor.

At 401 Park Avenue South, call 911 and then notify the front desk on your mobile phone or use the phones inside any classroom or phones just outside of the 28th street entrances on the 2nd and 3rd floor to communicate with the front desk attendant. Picking up the handset will connect the caller to the desk.

1. Identify where the person is specifically and what the situation is.
2. Stay calm and speak clearly. Do not hang up until told to do so.
3. If the medical event is NOT an emergency, notify your supervisor immediately.

If a student is injured, notify the front desk immediately by following the instructions above.

SHELTER-IN-PLACE

The term, **Shelter-in-Place**, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe.** Certain events may necessitate the initiation of the college's Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by Campus Security Office in consultation with the College President, if available.

Once the decision has been made, the Campus Security Office will instruct the campus community to Shelter-in-Place. This notification will be made using all means of communication available, including the NYSID Emergency Notification System which will deliver emergency information to students, faculty and staff via text message and voicemail. When the Shelter In Place has been lifted, NYSID will make the announcement through the Emergency Notification System.

SHELTER-IN-PLACE – Violent Person Procedures

In the event of the presence of a person or persons deemed by NYSID to be a threat to the campus community, a decision to Shelter-in-Place would be made by the Campus Security Office in consultation with the College President, if available. This is the preferred method of keeping people out of harm's way, controlling movement in the buildings, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your rooms/ offices/ classrooms. At 401 Park Avenue South try to get to an internal room with a lockable door if possible.
- Notify those around you, and encourage others to remain in your room / office rather than to try to leave the building.
- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your email or visit the college website, if a TV is available, turn it on, turn the volume off.
- Report any suspicious activity, sounds or smells to Campus Safety Office 212-472-1500 ext. 410 and 911.
- Only come out when you recognize the authority directing you to do so.

SHELTER-IN-PLACE – Weather Procedures

A severe weather event such as a tornado or wind event during normal operating hours of the college may necessitate you Shelter-in-Place until the threat of bad weather has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:

- Move to the basement of the building- they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

Please note: The Heating and Ventilation system may be shut down or changed to recirculate air to prevent drawing in outside air.

SHELTER-IN-PLACE – Hazardous Incident Procedures

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by local emergency personnel

SUSPICIOUS PACKAGE(S)

Suspicious packages can pose serious danger. If you ever observe or receive a package or letter that you believe is suspicious or questionable, **immediately contact** the front desk. If necessary, call 911 immediately. The following recommendations should be considered:

- If you become aware of a suspicious or unusual package, letter or object, do **NOT** touch it, open it or disturb it.
- Do **NOT** carry the item to other areas or show it to other people.
- If anything spills out of the package, **do not attempt to clean it up.**
- Isolate the package by having everyone leave the room. Close and lock the door, if possible, and evacuate the area.
- Avoid using portable electronic devices (radios or cell phones) when dealing with any suspicious package incidents

UTILITY EMERGENCY

Loss of power or other building mechanical system interruptions or problems should be reported to the front desk immediately. The Facilities Department will investigate and attempt to correct any problems. The following recommendations should be considered:

Be aware of and report any of the following conditions to the front desk immediately:

- Strange sounds, leaks, odors or other unusual occurrences.
- The loss of electricity or dimming or flickering of lights.
- If you smell gas, smoke, other harsh odors, or there is the presence of excessive heat.
- Any water leaks
- If there is a flood, stop using all electrical equipment immediately.
- The Facilities Department will immediately inspect the affected area(s) and determine the cause and of the problem.
- All areas affected in the building may be sealed off to prevent injury.

Policies on Portable Electrical Appliances, Smoking and Open Flames

- No student, faculty or staff is permitted to smoke, have an open flame or burn incense of any kind in the facility. No hotplates, percolators, space heaters or high heat generating kitchen appliances are permitted. Microwaves are supplied by the facility. Smoking, vaping or electronic cigarettes are NOT PERMITTED in any NYSID building or within 25 feet of all entrances to any NYSID buildings.

ELEVATOR EMERGENCY

If you become trapped in an elevator:

- Push the “alarm” button and “call for help”/ " push to talk” button located on the elevator control panel. If you cannot contact help this way, use a cell phone or shout for help.
- Remain calm and wait for assistance.
- Do not attempt to force open the elevator door or otherwise leave the elevator car.

BUILDING CLOSINGS – Weather Related

If adverse weather is predicted for New York City and its surrounding areas, procedures are in place to close, delay or cancel classes, work schedules and building hours. As a general rule, if the NYC Public School System closes, NYSID will also close. Please continuously check the main website, NYSID portal and NYSID's main phone number 212-472-1500 for more information during inclement weather.