# EMERGENCY PROCEDURES

**TEACHERS COLLEGE**

**COLUMBIA UNIVERSITY**

<table>
<thead>
<tr>
<th>EVACUATION INFORMATION</th>
<th>FIRE</th>
<th>POWER OUTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).</td>
<td>- Activate the nearest fire alarm pull station.</td>
<td>- Remain calm; provide assistance to others if necessary.</td>
</tr>
<tr>
<td>- Do not use elevators!</td>
<td>- Call 3333 or 9-911 if possible.</td>
<td>- If evacuation is necessary, move cautiously to a lighted area. Lighted signs will indicate exits.</td>
</tr>
<tr>
<td>- Take personal belongings (keys, purses, wallets, etc.)</td>
<td>- Do not re-enter building until authorized by emergency personnel.</td>
<td>Turn off and unplug computers and other sensitive voltage equipment if possible.</td>
</tr>
<tr>
<td>- Follow directions given by emergency personnel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Exit the building and cross the street.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Currently, individuals with mobility challenges should employ the following evacuation option that best meets their individual needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ <strong>Horizontal Evacuation</strong> to outside or another building, if available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ <strong>Stairway Evacuation</strong> if possible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ <strong>Stay in Place</strong> and signal unless danger is imminent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person’s access to an exit.
- Call 3333 to report suspicious person. Provide as much information as possible about the person and direction of travel.

## SUSPICIOUS PACKAGE

- Do not touch or disturb object.
- Call 3333 to report object.
- Notify your supervisor.
- Be prepared to evacuate.

## EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).

## POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- If evacuation is necessary, move cautiously to a lighted area. Lighted signs will indicate exits.
- Turn off and unplug computers and other sensitive voltage equipment if possible.

## SUSPICIOUS PACKAGE

- Do not touch or disturb object.
- Call 3333 to report object.
- Notify your supervisor.
- Be prepared to evacuate.

## NUCLEAR THREAT

- If told by an EBS message to stay indoors, please do so.
- Close all doors and windows.
- Turn off air conditioners and other ventilation systems.
- Extinguish any fires in fireplace.
- Stay off the roads, unless told to leave the area. You will be **SAFER** staying inside.
- Stay tuned to an Emergency Broadcast Station.