Emergency Evacuation Procedures

Vaughn College of Aeronautics and Technology

Residence Hall

22-40 90th street

When an alarm sounds, follow these fire alarm evacuation procedures:

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.
3rd 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 90th street. They will proceed north on 90th away from the building. They will then proceed west on Ditmars blvd. and reconvene in the Ditmars parking lot.

Handicapped personnel will wait at the designated area until they can safely be evacuated. The RAs will then evacuate them 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 90th street. They will proceed north on 90th away from the building. They will then proceed west on Ditmars blvd. and reconvene in the Ditmars parking lot.

Rooms 309 310 311 312 314 317 318 319 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.

Handicapped personnel will wait at the designated area until they can safely be evacuated. The RAs will then evacuate them down staircase 2 and through the lobby. 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.

Handicapped personnel will wait at the designated area until they can safely be evacuated. The RAs will then evacuate them 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.

2nd 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 90th street. They will proceed north on 90th away from the building. They will then proceed west on Ditmars blvd. and reconvene in the Ditmars parking lot.
Handicapped personnel will wait at the designated area until they can safely be evacuated. RAs will then evacuate them 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 90th street. They will proceed north on 90th away from the building. They will then proceed west on Ditmars blvd. and reconvene in the Ditmars parking lot.

**Rooms 209 210 211 212 214 217 218 219 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.

Handicapped personnel will wait at the designated area until they can safely be evacuated. RAs will then evacuate them down staircase 2 and through the lobby. 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.

Handicapped personnel will wait at the designated area until they can safely be evacuated. RAs will then 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.

1st 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 90th 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.

Disabled 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 that their areas are clear.
Emergency Evacuation Procedure

 Vaughn College of Aeronautics and Technology

 ATI building

 43-05 20th Ave

When an alarm sounds, follow these fire alarm evacuation procedures:

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 should immediately report to their assigned area and begin helping people to evacuate the building.
Rooms T111 T 112 T113 T114 T115 T116 T118 first floor offices - will evacuate through the lobby onto 20th Ave. they will then proceed east on 20th ave away from the building. They will reconvene on 20th ave between 45th and 46th street.

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

Disabled personnel will be evacuated at the same time and in the same manner as all other occupants of the building.

Fire wardens will report to the security desk when their assigned area is completely evacuated.
Emergency Evacuation Procedures

Vaughn College of Aeronautics
Main Building
86-01 23rd Ave East Elmhurst, NY 11369

When an alarm sounds, follow these fire alarm evacuation procedures:

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

Library 1st Floor – L-102 will be evacuated using the emergency doors leading to 86th street. Once outside everyone should cautiously proceed across the Ditmars Blvd. to the park. Ditmars can be a busy
street so a fire warden will be stationed on the street to help people cross safely. Once in the park they should try to ascertain if everyone has evacuated the building.

**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 the park and regroup to ascertain if everyone has evacuated the building.

**Library 2nd Floor** - 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 23rd ave. and proceed to Plane View Park across Ditmars where everyone will regroup.

Disabled personnel will be held at the designated evacuation area near the main staircase. Fire Wardens will then evacuate them down the main staircase when it can be done safely. They will then exit through the vestibule onto 23rd ave and proceed to Plane View Park across Ditmars where everyone will reconvene.

**Classrooms W157 W159 W 160 W162 W164 W165 W168 and W170** - will evacuate through the Ditmars west exit. They will also cross Ditmars and reconvene in the park.

**Classroom 155B** - will evacuate through the emergency exit in the room. They will then proceed west on Ditmars and cross the street into the park where they will reconvene.

**Classrooms W152 W152A W154 W156 W158** - will evacuate through the 23rd Ave. exit and proceed to cross Ditmars into the park where they will reconvene.

**Financial Aid, Student Accounts, Career Services, and Admissions** - will evacuate through the exit next to the maintenance shop into the parking lot on 23rd Ave. They will then proceed east on 23rd Ave. away from the building and reconvene on 90th Ave.

Disabled personnel in the above offices will use the Ditmars east exit. They will then proceed west on Ditmars and reconvene in the park across the street.

**Faculty rooms 111 113 124 126 128 129 130 131 132 133 135 137** – will evacuate through the main door. They will then proceed through the lobby and across the parking lot. They will reconvene in front of the residence hall.

**Faculty rooms 114 115 116 120 121 123 125 127 the kitchen** - will evacuate through the emergency exit next to 115. 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.

**Classrooms E101 E102** - will evacuate through the emergency exit next to E101 and proceed east on 23rd Ave. They will reconvene on 90th street.

**Classrooms E201 E202** - will evacuate down staircase D and out the emergency exit next to E101. They will then proceed east on 23rd Ave. and reconvene on 90th street.
Disabled personnel will be escorted to the designated evacuation area outside 201. They will then be evacuated down staircase D and out the emergency exit next to E101. They will then proceed east on 23rd Ave and reconvene on 90th 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.

Disabled personnel will be escorted to the designated evacuation area on the mezzanine. They will then be evacuated down staircase F and through the main lobby. They will then proceed east through the parking lot and reconvene in front of the Residence Hall.

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.

When it is safe for the Fire Wardens to evacuate disabled personnel, 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 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 90th 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 90th street.

**Lower Level**

Rooms LL10 LL11 LL12 - will evacuate up staircase and out the exit next to Financial Aid into the parking lot on 23rd Street. They will then proceed east on 23rd Ave. and reconvene on 90th street.

Disabled personnel will be escorted to the designated evacuation area in the lounge outside LL18 until it is safe to evacuate them. The fire wardens will then evacuate them utilizing staircase E. They will proceed east through the parking lot and reconvene in front of the residence hall.
Rooms LL12 LL14 LL15 LL16 LL17 LL18 and the cafeteria staff and 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.

Disabled personnel will be escorted to the designated evacuation area in the lounge outside LL18 until it is safe to evacuate them. The fire wardens will then evacuate them utilizing staircase E. They will proceed east through the parking lot and reconvene in front of the residence hall.