

# EMERGENCY ACTION PLAN

## Sotheby's Institute of Art – NY

570 Lexington Avenue, 6<sup>th</sup> and 15<sup>th</sup> Floors  
New York, NY 10022

August 2019

An **emergency** is a situation which poses an *immediate risk* to health, life, property or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. However, the circumstances surrounding each emergency must be assessed to determine the best way to handle the situation.

By its very nature, an emergency is unpredictable and therefore requires a targeted response as the event unfolds and information becomes available. Sotheby's Institute of Art will make every effort to keep everyone informed of what is happening during an emergency and how we are responding.

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## Severe Weather

The Institute has an Emergency Action Committee (EAC) comprised of the Director of Administration, Director of Student and Academic Services, Assistant Director of Student Services, Registrar, and the Senior Program Manager, Pre College Division SoNYT . The Chair of the EAC is the Director of Administration; he/she will consult appropriate resources and coordinate with the Director in the event severe weather is predicted or occurs while the Institute is in session.

The Institute intends to remain in full operation regardless of weather conditions, transportation disruptions or other emergencies. When the Institute is open during such events, it is expected that all classes will be held as scheduled. Students who are absent because of disrupted or hazardous transportation are expected to provide sufficient advance notice to instructors and to submit, without significant delay, assignments that were to be handed in during the missed class session. On rare occasions these events could disrupt normal Institute operations and information about closings and/or changes to Institute operations are posted to Canvas and sent to the SIA community via text alert. To receive emergency text alerts students must subscribe to the system by texting 313131: SIAEMERGENCY. In cases of severe weather, the Institute follows the procedures issued by the New York City Board of Education If the decision is made to close for the day, open late, or close early then:

- The Chair of the Emergency Action Committee will notify the Emergency Action Committee via email or text of the decision.
- The Chair of the Emergency Action Committee will send a mass text to all SIA Students/ Staff/ Faculty from “313131: SIAEMERGENCY” with the relevant Institute closure information.
- The Director for Student and Academic Services will post the closure message to CANVAS.
- The Director of Administration will send an All-SIA-Staff, All-SIA-Faculty, and School of NY Times (IMCALLStaff@cig.com) email announcing the closure.
- The IT Department will change the recorded announcement on the main number for the Institute (212-517-3929) to one of the pre-recorded messages that is appropriate for the current emergency situation.
- The Director of Administration will inform the Building Manager of 570 Lexington Avenue, Cynthia Lam ( [CLam@feilorg.com](mailto:CLam@feilorg.com) 212-583-0474) that SIA will be closed and request that a building staff member hang a pre-printed sign, supplied by SIA, indicating that the Institute is closed.

### **FOR PROLONGED PERIODS OF CLASS CANCELLATIONS**

If the emergency weather situation lasts more than one or two days and it becomes clear that most people still cannot make it to the Institute, classes will likely remain cancelled. However, the Institute premises may open for any staff and/or students who are able to make it in. If this is the case, then the message that is recorded on the Institute main number and the message posted on the student and faculty portals should reflect this. Senior members of staff who live somewhat close by and other staff members who also live within walking distance of the Institute should coordinate with each other to determine who will come in to provide coverage and supervision of any students that come in.

This is the message that should be recorded on the Institute main number:

“Classes for today are cancelled, although the building is open from 10am until 5pm and those who wish to come into the offices or Commons area may do so at their discretion. However, no one should feel obliged to be here or to take any unnecessary risks, given road and transportation conditions.”

## Fires

The New York Fire Department has issued strict requirements for all buildings and tenants in NY. Sotheby's Institute of Art complies with these requirements and has a **Fire Safety Team** that is trained to deal with fires and fire alarms. This team consists of:

### **6<sup>th</sup> Floor**

Fire Warden	Tyler Coulton
Deputy Fire Wardens	Maria Figueroa
Male Searcher	Eric Wolf/Scott Davis
Female Searcher	Clarissa Santiago

### **15<sup>th</sup> Floor**

Fire Warden	Perla Bernstein
Deputy Fire Wardens	TBD
Male Searcher	Leonel Velasquez
Female Searcher	Jamie Goldenberg/Laura Coleman

This Fire Safety Team takes direction from the Fire Safety Director for the building, Phil Mincone, and is trained to respond to fires, non-fire emergencies, fire alarms and fire drills. All building occupants, including students, staff, faculty and visitors are required by law to participate in fire drills and take direction from the Fire Safety Team.

### **Fire Alarms**

#### What to do if you hear a fire alarm:

- Stop what you are doing and listen for instructions by the Fire Safety Director over the public address system
- Prepare to evacuate by gathering your coat, keys, purse, wallet and ID and anticipate reporting to the elevator lobby on the floor
- The Fire Safety Team will inform all occupants to gather in the elevator lobby and perform search activities **if** directed to do so by the Fire Safety Director
- The Fire Warden and/or Fire Safety Team should proceed immediately to the fire warden phone in the elevator lobby and await instruction from the Fire Safety Director if there are no audible directions issued over the Public Address System
- Do not evacuate the building unless instructed to do so

#### What to do if you discover a fire or smell smoke:

- If it is an actual fire, call 911 or pull the closest Fire Alarm at a pull station
- If possible, locate one of the five fire extinguishers on the floor and try to extinguish the fire
- If unable to extinguish the fire, proceed immediately to a safe area away from the fire, closing but not locking doors as you go
- Listen for instructions by the Fire Safety Team

- If instructed to evacuate the building, do NOT use the elevators and follow the Evacuation Procedures

### Evacuation Procedures

If instructed by the Fire Safety Director of the building or the SIA Fire Safety Team to evacuate the building, please follow these procedures:

- Gather your coat, keys, purse, wallet and ID and take them with you as you exit. You may not be able to re-enter the building.
- Stay calm and walk to the nearest fire stair: 6<sup>th</sup> floor - either the fire exit (Fire Exit B) near the men's room off the Commons or the fire tower stairway near the small ladies' rooms (Fire Stair A); 15<sup>th</sup> floor - either the fire exit near the ladies' room or the fire tower stairway near the men's room
- Before entering any stairway or room, feel the door with the back of your hand. If it is hot, move away from this location and exit the building via another stairway
- Never use the elevators to evacuate a building during a fire as it might stop on the floor with the fire
- When exiting, stay as close to the floor as possible — smoke and heat rise and the air is clearer and cooler near the floor. *Close doors behind you*
- Evacuation of the building must include all staff, students, faculty and visitors, who then should proceed to our designated off-site relocation area, THIRD AVE AT 49<sup>TH</sup> STREET.
- The purpose of this off-site relocation area is:
  - To facilitate accounting for everyone who has evacuated the Institute
  - To provide protection from the emergency situation that necessitated the evacuation
  - To provide instruction and updated information to everyone as to the current situation and what to expect
- Once assembled, the Fire Safety Team, led by the Fire Warden, will evaluate the situation and advise on a course of action. This may take some time, so please be patient.
  - If the situation is safe, you will be advised to re-enter the building
  - If re-entry is not permitted, then everyone will be instructed to go home. Once you are home, please be sure to check the **SIA main number, SIA email, CANVAS and any text message from the Emergency Hotline** which will be updated regularly with information on what is happening and what everyone is expected to do.

**\*Graduate Assistants on duty are instructed to Contact Building Security (212-583-0474) in the event of a fire emergency.**

## Non-Fire Emergencies

### Shootings (In the event of an active shooting – If you hear gunshots)

SIA-NY is equipped with panic alarm buttons that can be pressed to signal a silent alarm to dispatch the police. The following areas are equipped with panic alarm buttons:

- Each classroom on the podium
- The Receptionist desk (6th Floor)
- The Reception desk (15th Floor)
- The Circulation Desk in the Library

Decide your best course of action:

- Escape:
  - Can you safely escape?
  - If you can, escape/get out
  - Trust your instincts
  - Leave belongings behind
  
- Hide:
  - Find a hidden location or a room that locks (classrooms do NOT lock)
  - Find protection
  - Avoid places that trap or restrict movement
  - Spread out (don't huddle) – this gives options for escape and movement and makes you a harder target
  - Blockade the door
  - Be silent
  - Turn off the lights
  - Turn off the noise (i.e. silence, but don't turn off cell phones, etc.)
  
- PROTECT YOURSELF – Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions
  
- Call for help:
  - Don't assume someone else is calling
  - Call 911 for help.
  - Be persistent when calling. Telephone lines may be jammed
  - Calmly state where you are and what is happening

## Explosions and bomb threats

### What to do in the event of an explosion:

- Call the building security at 212-583-0474 who will contact the NYPD or dial 911
- Do not evacuate the building unless instructed by the Fire Safety Team or the building's Fire Safety Director
- Listen for announcements over the public address system
- You may need to "shelter in place" or do an "in-building relocation"
- If instructed to "shelter in place":
  - Remain inside the SIA space either at your desk, in your classroom or in the elevator lobby on the floor
- If instructed to do an "in-building relocation":
  - Move to the protected interior space on the floor – the elevator lobby
- Stay away from windows as there may be a secondary explosion or falling glass

### What to do in the event of a bomb threat:

- Immediately call the building security at 212-583-0474 who will contact the NYPD or dial 911
- The building security and NYPD will investigate the threat by making a thorough search of the area for any suspicious packages
- Do not handle any suspicious looking packages
- If you receive a bomb threat by phone, try to obtain as much information as possible such as:
  - Time and day the bomb will be detonated
  - Where the bomb is located
  - The identity of the caller (male, female, child, old, drunk)
- Stay away from the windows
- Do not evacuate the building unless instructed to by a member of the Fire Safety Team or the NYPD
- Listen for instructions over the public address system
- If instructed to evacuate, follow the procedures detailed earlier

## Severe leaks or floods

- Call building security at 212-583-0474 and inform them of the affected area
- Move to a safe, dry area unaffected by the water leak
- Do not walk through any flooded areas
- Remove any valuables or artwork to a safe, dry location
- Do not evacuate the building unless instructed to by the Fire Safety Team or the building's Fire Safety Director

## Blackouts

- Remain calm and wait for instructions from the Fire Safety Team or the building Fire Safety Director
- Listen for announcements over the public address system
- Do not evacuate the building unless instructed
- Lexington Avenue is equipped with temporary emergency lighting, but not all lights will be working and what lighting there is will not last long. There is no back-up emergency generator at 570 Lexington Ave; only temporary emergency lighting
- If instructed to leave, collect all your personal items and calmly proceed to a fire exit

- Do not use the elevators even if they are running

### Earthquakes

Although earthquakes are a common occurrence in many parts of the country, they are relatively rare in New York City. However, there are some things to do to prepare for an earthquake and what to do once the ground (and/or the building) starts shaking.

- Drop down; take cover under a desk or table to shield yourself from falling debris such as light fixtures, ceiling tiles, or other building materials
- Stay away from bookcases, lamps or furniture that can fall on you
- Stay away from windows. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake

After remaining in your safe-place until the shaking has stopped, everyone should then evacuate the building via the fire stairs and reassemble at our evacuation relocation site.

### Medical emergencies

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health. SIA-NY's senior staff is equipped to handle many emergency situations and many of the staff are trained in First Aid procedures and CPR. Should a medical emergency occur during regular working hours at the Lexington Avenue campus, notify the Chair of the Emergency Action Committee and Assistant Director, Student Services, who will take charge of the situation by following these procedures:

- In the case of a medical emergency call 911 and call the building security at 212-583-0474 to inform them of the situation and request an ambulance or other emergency response personnel. If neither is available, the faculty or staff member who first observed the emergency should make the call.
- Call upon staff or faculty trained to perform first aid to help the person having a medical emergency while waiting for emergency services to arrive.
- Those who are not able to perform first aid can also assist by remaining calm and giving the injured or ill person room and keeping the area clear
- Enlist a staff member or fellow student to stay with the injured or ill person
- Students and other faculty and staff should be directed to move away from the area to avoid making the patient more stressed and obstructing the smooth working of the emergency services personnel
- Enlist another staff member to wait for the arrival of the emergency services staff and direct them to the proper location
- Direct a faculty or staff member to accompany the patient to the hospital if he/she is a student, or the Chair of the Emergency Action Committee or another member of the committee should accompany the patient if he/she is an employee of the Institute or a faculty member
- Submit an incident report to the EAC after the emergency has been resolved

Medical emergencies that occur off site should follow similar procedures but the staff member in charge should dial 911 instead of building security.

**\*Graduate Assistants on duty are instructed to Contact Building Security (212-583-0474) in the event of a non-fire emergency.**