



Institute of  
Culinary Education  
EST. 1975

## Evacuation Procedure

### Situations That Require Building Evacuation

- **Bomb Threat**
  - **Fire**
  - **Gas Leak / Water Main Break**
  - **Explosion**
  - **Building Collapse**
1. Anyone who discovers any of the above situations should call 911 immediately followed by a call to Maintenance Ext. 254 or 783.
  2. Decision to evacuate will be made by NYFD in conjunction with the landlord's Fire Safety Director and ICE's Director of Facilities or their designate.
  3. The Director of Facilities (Ext. 254 or 783) or designate will immediately notify all faculty, students, guests and staff through email or public announcement by the landlord. Only those floors affected will be notified.
  4. All floor fire safety marshalls will conduct a search of their designated floor/company to be sure all staff and students have been evacuated.
  5. All faculty, students, guests and staff will go to the nearest stairwell and evacuate the building in an orderly fashion and proceed to the park adjacent to the 225 Liberty Street entrance. Await further instructions from Director of Facilities or their designate.
    - a. Faculty will take roll book and accompany their class and ensure all students are accounted for.
    - b. All department heads or their designate will accompany their team and ensure all are accounted for.



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## Shelter In Place (Lockdown) Procedure

### Situations That Require In Place Shelter

- **Stranger in or near the building**
  - **Presence of a Person who is (possibly) armed**
  - **Person who is behaving erratically in or near the building**
  - **Demonstrations outside the building**
  - **Violent Weather**
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1. Decision to execute Shelter in Place (Lockdown) procedure will be made by NYPD/NYFD in conjunction with the landlord's Fire Safety Director and ICE's Director of Facilities or their designate.
  2. The Director of Facilities (Ext. 254 or 783) or designate will immediately notify all faculty, students, guests and staff through email or public announcement via the landlord. Only those floors affected will be notified.
  3. Communication will be maintained through the landlord information system and direction by the Director of Facilities or their designate.
  4. All faculty and floor fire marshalls will quickly view the hallways and bring in any stray students, staff, or guests into their offices or classroom
  5. All floor fire marshalls and faculty will ensure all entrance ways are secured, close all shades/blinds, close all windows and turn out the lights.
  6. Faculty and floor fire marshalls will use their personal cell phones, if available, only if medical assistance is needed or if the perpetrator(s) is trying to break into the room. It is important that classroom and office lines be kept open for emergency use only.
  7. Faculty and floor fire marshalls will not allow anyone to leave the room until notified that the danger has passed by law enforcement officials.
  8. Only law enforcement officials will notify or direct ICE to end Shelter In Place.

