

# Department of Art and Design Education Emergency Operational Plan (EOP) 2025-2026

**Overview:** The Department of Art and Design Education (ADE) laboratory school, Saturday Art School (SAS), takes place in the fall and spring semesters on the Brooklyn campus and each semester typically involves between 10-25 student teachers, 2-5 faculty, and 2-5 work-study students or staff hired by the department. In an academic year approx 400 Between 100-250 children ages 6-18 years old attend ADE SAS classes that take place in studios and classrooms across the campus.

**Emergency Operational Plan (EOP):** This is the EOP for the Department of Art and Design Education's laboratory school, Saturday Art School.

**Definitions:** "student-teacher" - an UG or G "matriculated student" taking the class ADE 405/406/621/621b Saturday Art School for credit as part of their degree program or minor in a class taught by faculty.

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## **BEHAVIORAL EMERGENCY**

**In the case of an emergency behavioral incident :**

- Matriculated-students shall notify faculty immediately. If applicable, faculty will de-escalate a situation and/or notify the Center K-12 immediately or campus safety.

Each student-teacher will also:

- Complete an ADE Incident Report (post-event)

\*An example of an emergency behavioral incident is when a child leaves the class without permission or two children are physically fighting.

## **NON-MEDICAL EMERGENCY**

**In the case of a non-emergency medical incident:**

- *Matriculated-students shall provide basic first aid to participants.*

Each student-teacher will have a first aid kit in their supply bin and shall respond to a minor emergency with first-aid. Wash hands before and after administering first aid.

- Complete an ADE Incident Report (post-event)
- Notify faculty who will assist if needed and inform Center K-12 (post-event)

In addition, a matriculated-students is required to:

- Move other children safely away from incident (if needed)
- Reassure children that the injured pupil(s) are being taken care of

## **MEDICAL EMERGENCY**

### **In the case of a medical emergency incident:**

Matriculated-students shall notify faculty immediately who will identify the nature of the emergency and if needed call ext 3540 or 718 636 3540 ( Pratt Security) immediately. Faculty will also inform the Center K-12 Office immediately.

Each faculty and student-teacher will:

- Complete an ADE Incident Report (post-event)

In addition, a student-teacher is required to:

- Move other children safely away from incident (if needed)
- Reassure children that the injured pupil(s) are being taken care of
- Keep the children occupied while faculty take charge of the incident

### **In addition, a faculty member is required to:**

#### **ACTION CHECKLIST (for faculty)**

- Identify the nature of the medical emergency. If serious, immediately call 3540 or 718.636.3540
- *Contact the Center K-12 office who will follow through with notifying parents/guardians.*
- Treat the most dangerous and life threatening condition first, remembering the four B's: breathing, bleeding, broken bones, and burns.
- Stay calm; try to keep the victim calm.
- Do not move the victim unless absolutely necessary, especially if there is the possibility of a head, neck, or back injury.
- Check to see if the victim is wearing a medical alert tag on their wrist or around their neck.
- Do not give an unresponsive person anything to drink or eat.
- If the victim is not alert, remember to check the ABC's: A-airway, B-breathing, C-circulation.
- Wash hands thoroughly before and after administering first aid.
- Designate a location for EMS to triage serious injuries.

This is a quick reference guide to medical emergencies; it is not intended to be a substitute for the use of professionally trained medical personnel. Certification in an American Red Cross "First Aid and Personal Safety Course" is highly recommended. Having experience and knowledge in the proper use of a Defibrillator and CPR can save lives. Pratt Department of Public Safety Officers are trained in CPR and AEDs.

## **FIRE SAFETY**

Prior to the start of the program:

- matriculated-students must locate the fire exit for their studio or classroom and walk the route
- faculty must locate the fire exit for each studio or classroom of the student-teacher's they supervise and walk the routes
- All must identify a primary meeting place at least 500 feet outside of the building

When the program is in session:

- matriculated-students must keep accurate attendance
- matriculated-students must keep the fire exit clear of furniture or materials at all times in their classrooms or studios
- faculty must have a copy of the roster for each student-teacher's class that they supervise on their person at all times
- all must have a working cell phone (on vibrate) with phone numbers of faculty, campus safety and the Center K-12 office

## **EVACUATION IN THE EVENT OF A FIRE**

### **Evacuation Protocols/emergency response:**

In the event of a fire alarm or notification from faculty or campus safety to evacuate, each student-teacher will:

- Keep calm
- Evacuate the classroom/studio using the nearest, safest exit
- Direct children to the evacuation route in a calm and orderly manner
- Leave the building (at least 500 feet away) – do not use elevators
- Convene at the designated gathering place

In addition, each matriculated student required to:

- Take current attendance roster and cell phone with them
- Assist children with mobility needs or other evacuation concerns
- Monitor children's safety
- Engage children in positive activities

### **Each supervising faculty is required to:**

- Monitor matriculated-students and children's safety
- Greet emergency responders and notify them of any missing persons
- When safe to do so, contact Center K-12 to make a plan for dismissing children/communicating with parents

### **Emergency Response: Fire Safety Guidance**

- If fire is suspected, activate the alarm, immediately call 3540 or 718.636.3540, alert faculty, (and faculty call Center K-12 office) and help remove anyone who needs assistance from the immediate danger of the fire or smoke.
- Close all doors to confine and delay the spread of fire and smoke as much as possible.
- When you hear the evacuation alarm, move to the nearest fire exit or fire exit staircase (do not use elevators).
- Proceed to the designated evacuation assembly area outside the building unless directed to an alternate location.

- If your clothing catches on fire, stop-drop-roll!
- If you are trapped in a specific area, wedge wet clothing or towels under the door to keep out the smoke. Call 911 to notify authorities of your location.
- Never use the palm of your hand or fingers to test for heat. Burning your palm or fingers could hamper your ability to crawl or use a ladder for escape.
- Be prepared; know where you are and where the exits to the outside are located. If heavy smoke is present, crouch low or crawl. Hold breath as long as possible or breathe through your nose using a handkerchief or shirt as a filter. Direct children to do likewise.
- If you have to move through flames, hold your breath, move as quickly as you can, cover your head, and stay low. Direct children to do likewise.
- If fire is contained to a small area and if it is safe to do so, use a fire extinguisher; pull safety pin from handle, aim at base of fire, squeeze the trigger handle, and sweep from side to side. (Watch for re-flash).
- Be familiar with how fire extinguishers operate.
- Do not use water on an electrical fire. Use a fire extinguisher approved for electrical fires. Know where fire suppression equipment is maintained.
- If you cannot escape by a door or window, hang a white or light colored piece of clothing out the window to let firefighters know your location.

## **SHELTER IN PLACE/LOCKDOWN**

A protocol enforced when student-teachers and faculty are required to remain indoors for an indefinite period of time because it is safer inside the building than outside.

### **In the event of a shelter in place/lockdown:**

- Campus security will send out an emergency alert via text message and email.
- It will take a couple of minutes to get an alert out. Typically, however, active shooter incidents are very short lived and could be over by the time the alert goes out so if you hear gunfire on campus and particularly in your building, you should act upon hearing the gunshots and not wait for the alerts.

### **In the event of an alert:**

- Keep calm
- Close the door(s), and put as much heavy furniture as you can in front of the doors.
- Lock all doors and pull down all drapes/shades, if applicable and safe to do so
- Gather children out-of-view from any external line of sight and away from the windows.
- Silence your phone.
- Ask all children to silence their phones and to send no messages.

### **When in-place student-teachers must also:**

- Keep the children as quiet as possible and reassure them it will be over soon.
- Reassure children that they are safe and their parents/guardians are being notified.
- If possible, engage children in a quiet activity.

- Wait to receive directions from Pratt security/ and or the Center K-12 office via text message and email.

## **FINDING SHELTER**

In the event of a group of children and student-teachers encountering an active assailant while outside of the classroom and before an emergency alert, the student-teachers will lead the children away from the assailant, into the nearest building and into a classroom. Contact faculty immediately. Faculty will contact Pratt's Public Safety at 718.636.3540/3541 immediately and the Center K-12 office.

Once in the classroom:

- Close the door(s), and put as much heavy furniture as you can in front of the doors.
- Lock all doors and pull down all drapes/shades, if applicable and safe to do so
- Gather children out-of-view from any external line of sight and away from the windows.
- Silence your phone.
- Ask all children to silence their phones and to send no messages.

### **When in-place student-teachers must also:**

- Keep the children as quiet as possible and reassure them it will be over soon.
- Reassure children that they are safe and their parents/guardians are being notified.
- If possible, engage children in a quiet activity.
- Wait to receive directions from Pratt security/ and or the Center K-12 office via text message and email.

### **Each supervising faculty is required to:**

- Contact Pratt's Public Safety at 718.636.3540/3541 immediately and the Center K-12 office.
- Monitor and reassure matriculated-students as to their and the children's safety and well being.
- Wait to receive directions from Pratt security/ and or the Center K-12 office via text message and email.
- When notified it is safe to do so, contact Center K-12 to make a plan for dismissing children/communicating with parents.
- The building shall remain in "lockdown" mode until the threat has passed and emergency responders give the "all clear" signal.
- Await assistance from Pratt security and/or emergency responders

### **Points to remember:**

- There may be more than one (1) shooter.
- Do not touch anything in the area, as it is a crime scene.
- Always know where exits are located.
- When fleeing with a group of children do so calmly and in an organized way, get as far away from the shooting scene as quickly and safely possible—do

not take/carry anything with you

**Police response and you:**

- Police will quickly respond to the area in which shots were last heard and attempt to immediately engage/contain the active shooter.
- First arriving officers will not stop to assist the injured or evacuate personnel
- Remain calm.
- Do exactly as the police tell you.
- Keep your hands empty and visible at all times
- If you know where the shooter is, quickly tell the officers
- DO NOT get in the way of officers

**Unfamiliar Voices**

Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source to be a police officer, Campus Security officer or a campus administrator you know.

## Utility Failures

**Gas Leaks**

A gas leak can present a very serious threat to life and property that should not be ignored.

- Immediately call faculty, who will dial ext 3540 or (718)-636-3540 and Campus Safety will respond immediately.
- If it is safe to do so, faculty and student-teachers should vent the area to allow the gas to escape.

**Each faculty and student-teacher will:**

- *Complete an ADE Incident Report (post-event)*

**In addition, a student-teacher is required to:**

- *Move other children safely away from the incident (if needed) and vent the area/open windows.*
- *Keep the children occupied while Campus Safety and faculty take charge of the incident*
- *Follow directions of Campus Safety.*

**Power Outage**

We have seen an increase in power losses over wider areas because of greater usage and more demand on power grids. If you experience a power outage, contact faculty immediately, who will dial 3540 or (718)-636-3540 and Campus Safety will respond immediately.

- If it is safe to do so, faculty and student-teachers should turn off electrical equipment, computers, air conditioners, and light switches to avoid a surge that could damage equipment when power is restored.

Each faculty and student-teacher will:

- *Complete an ADE Incident Report (post-event)*

In addition, a student-teacher is required to:

- *Remain calm, stay in place.*
- *Move other children safely away from incident (if needed)*
- *Keep the children occupied while Campus Safety and faculty take charge of the incident*
- *Follow directions of Campus Safety.*

For more information, refer to Pratt Institute's [EMERGENCY RESPONSE GUIDE](#).