

Department of Art and Design Education Emergency Operational Plan (EOP) 2026-2027

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 and 25 student teachers, 2-5 faculty, and 2-5 work-study students, graduate assistants or staff hired by the department. In an academic year, approximately 400 children ages 6-18 attend ADE SAS classes held in studios and classrooms across 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" - a 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 the faculty immediately. If applicable, faculty will de-escalate a situation and/or notify the Center K-12 or campus safety immediately.

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 your 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 student is required to:

- Move other children safely away from the 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). 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 the incident (if needed)
- Reassure children that the injured pupil(s) are being taken care of
- Keep the children occupied while the faculty takes 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, which 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 necessary, especially if there is the possibility of a head, neck, or back injury.
- Check whether 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 your 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 care provided by 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

Before 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-teachers 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 is required to:

- Take the current attendance roster and their 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, and 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 the fire is contained to a small area and it is safe to do so, use a fire extinguisher: pull the safety pin, aim at the base of the fire, squeeze the trigger, 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 through a door or window, hang a white or light-colored piece of clothing out the window to signal your location to firefighters.

SHELTER IN PLACE/LOCKDOWN

A protocol is 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 send out an alert. Typically, however, active shooter incidents are very short-lived and may be over by the time the alert goes out, so if you hear gunfire on campus, particularly in your building, you should act immediately and not wait for the alert.

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 that 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

If a group of children and student-teachers encounter an active assailant outside the classroom before an emergency alert is issued, the student-teachers will lead the children away from the assailant, into the nearest building, and into a classroom.

Contact the 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 that 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 as well.
- Monitor and reassure matriculated students regarding their own and their 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 engage/contain the active shooter immediately.
- 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 poses a serious threat to life and property and should not be ignored.

- Immediately call the 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 by opening windows.*
- *Keep the children occupied while Campus Safety and faculty take charge of the incident.*
- *Follow the directions of Campus Safety.*

Power Outage

We have seen an increase in power losses across wider areas due to greater usage and increased demand on power grids. If you experience a power outage, contact the faculty immediately; they 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 the incident (if needed)*
- *Keep the children occupied while Campus Safety and faculty take charge of the incident*
- *Follow the directions of Campus Safety.*

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