

During an emergency, the Building Management may use the Public-Address system to advise the college community as well as the entire building of procedures to be followed. The Public Safety Department is not authorized to make such announcements. Public Safety personnel will also assist in directing building occupants to a safe location.

The building will remain unoccupied until deemed safe to re-enter by emergency personnel. Please be mindful of where you are on campus and have an escape route in advance. In addition, be prepared to use an alternate exit in case your primary route is obstructed. Plan how you would escape if the exit closest to you is compromised. Know your escape routes well enough to be able to make your way in the dark or in dense smoke.

Listed below are the fire exits/stairwells for the J-School:

Stairwell	Location in Building	Re-Entry	Exits to Street
"B"	Near room 330 Near room 442	3rd Floor with Access Card	41st Street
"C"	3rd/4th Elevator Lobby	2nd and 6th	40th Street
"E"	Freight Area	2nd and 6th	40th Street

- Be aware that whenever the fire alarm sounds it may signal a very real emergency situation.
- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push or panic. Rely on planning and knowledge.

- Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.
- If there is smoke, stay low, it will be easier to breathe.
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.
- Listen for instructions coming via the public address system, fire wardens and/or Public Safety Officers
- **NEVER USE AN ELEVATOR TO EVACUATE UNLESS DIRECTED TO DO SO BY THE FIRE DEPARTMENT.**