

Fire Emergencies – Emergency Notification Method: Building Alarm

Please note the college is equipped with various fire mitigating systems, including sprinklers systems, smoke detectors and fire extinguishers that are tested and checked regularly in accordance with FDNY regulations. The college also has trained personnel on site that will assist in response to a fire emergency.

Preparation: Become familiar with the locations of emergency exit stairwells (A, B, & C), fire extinguishers, and emergency pull stations.

- 1) If a fire emergency exists, activate the nearest red box pull station, located by all emergency stairwell exit doors (A, B, & C stairwells). By FDNY code, they are located by all emergency exit points that lead to street level.
- 2) If you are trained to do so and the fire is small, use a fire extinguisher to extinguish or minimized the spread of fire.
- 3) Immediately evacuate all rooms and close doors. Closing doors helps prevent the spread of fire and smoke.
- 4) Evacuate using emergency stairwells NOT ELEVATORS. For mobility impaired, go to an area of rescue assistance which is a stairwell landing.
 - a. FDNY will ascend the stairwells in response to an emergency and perform rescues as needed.
 - b. If you are assisting someone with a disability, ask them how you can help before attempting any rescue assistance.
 - c. Notify emergency responders the location of anyone that has remained in the building.
- 5) Once outside, respond to the west side of Bryant Park (6th Avenue between 40th & 41st streets) as this is our campus reunification area. Information regarding the incident, such as closure or repopulating the building will occur at this location. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window to alert FDNY rescue crews of your location. If there is no window, stay low to the floor and shout out at regular intervals to alert rescue personnel.

Please remember to treat any activation of the fire alarm as an actual emergency. Follow the above listed evacuation procedures.



Follow up Communications: Bull Horn Announcement, College email, and/or CUNY Alert

