

St. John's University

Fire Safety Plan



Loretto Memorial Library

St. John's University

Fire Safety Plan Part I-Building Information Section Loretto Memorial Library

300 Howard Ave.
Staten Island, N.Y. 10301

Fire Safety Director: Robert Gleason
Address: ROTC Building Room 111
168-10 Goethals Avenue
Jamaica NY 11439

Telephone: (718) 990-2587

Building Information:

Year of Construction: 1972

Type of Construction: non-combustible – 1st Floor: 2 office suites, stacks
2nd Floor: office suite, mechanical room, stacks

Number of Floors: 2 above grade, None below grade.

Sprinkler System: No

Sprinkler System Coverage: None

Fire Extinguishers: Yes, "A" Type, "A,B,C" Type

StandPipe: None

Fire Alarm: The Fire Alarm System contains manual pull stations and bells. Manual pull stations are located near each exit and the entrance to the exit stair on each floor. The Fire Alarm System does not transmit a signal directly to the Fire Department. Upon a fire alarm activation **Public Safety** should be called at **390-4487** to report a fire and they will notify the Fire Department as appropriate.

Public Address System: Yes. There is an Emergency Public Address System located throughout the building.

Means of Egress: Enclosed Interior Stair, 2 Exit Doors 1st Floor, 2nd Floor. Main Entrance

Type of Egress	Identification	Location	Leads to
Stairwell	None	Northeast 1 st FL. - roof	Exterior at grade
Exit Door	None	Southwest	Exterior Bridge
Exit Door	None	South	Exterior at grade
Exit Door	None	Northeast	Exterior at grade

Other information: This building houses the campus Library and Library Offices. The building contains emergency lighting and exit signs. The stack areas contain a high level of combustibles and narrow aisles. Smoking is prohibited in the building at all times.

Date Revised: November 2014

ST. JOHN'S UNIVERSITY

Fire Safety Plan

Part II – Fire Emergency Information

BUILDING: Loretto Memorial Library
ADDRESS: 300 Howard Ave. Staten Island, N.Y. 10301

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR BUILDING PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR BUILDING. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL PUBLIC SAFETY

AT

(390-4487)

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Carelessly handled or discarded cigarettes are a leading cause of fire deaths. Never smoke inside the building. Be sure you completely extinguish and discard every cigarette prior to entering the building.
2. Never overload electrical outlets. Do not use electrical cords that are cracked or frayed. Never run extension cords across paths of travel. Use only power strips with circuit breakers. Use only fire retardant rugs and furnishings.
3. Keep all doorways leading to corridors and fire exits free of obstructions, and report any obstructions or accumulations in hallways, stairways or other means of egress to the Department of Public Safety.
4. Familiarize yourself with the location of exit doors, stairway and other means of egress in the building.
5. When you hear a fire alarm signal go to the nearest exit and proceed to the outside of the building. Do not re-enter the building unless given the all-clear message.
6. All decorations and artificial Christmas trees must be either inherently fire retardant or treated with a fire retardant chemical and they must be labeled as such for it to be accepted as fire retardant.
7. Candles that can be lit are not allowed for any decorations and/or indoor ceremonies.
8. Christmas trees and any other holiday decoration should not be placed in any required exit pathway.
9. Natural Christmas trees, wreaths and branches are not permitted in any campus building.
10. Artificial trees may be decorated with electric lights. However, only U.L. listed miniature lights in perfect working condition may be used. Metallic trees should not be decorated with any type of electrical decorations or devices.
11. All electrical lights must be turned off when you leave the area.

BUILDING INFORMATION

Building construction

This is a non-combustible building. In this type of building fire can usually be confined to the room of origin providing the doors are closed and Public Safety is called early.

While it is unlikely that the building structural members will catch fire, the contents of the building still pose a fire risk. They may burn, smolder, generate heat and smoke as well as toxic gases. The toxic gas component of fire is what causes the most fire deaths. Smoke and toxic gases have the capacity to travel far beyond the area of actual fire.

Means of Egress

This building is equipped with multiple exits. Your safest exit is the route that quickly and safely provides you with access to the exterior at grade level, such as doors that open directly to the outside. Enclosed stairways are generally considered safe because they tend to have fire rated walls and doors to protect you from fire, smoke and toxins as you descend (or ascend) to a safe grade level exit door. It is important that the doors always remain closed.

It is important that you familiarize yourself with the location of the exits in the building. You should also know the arrangement of your secondary exit. This is because sometimes, a fire may block your path to your primary exit.

Interior Fire Alarm Systems

This building has a manually activated fire alarm system. You must pull the handle on the fire alarm box to sound an alarm. These boxes are located near each exit and the entrance to the exit stair on each floor. The Fire Alarm system is not arranged to automatically transmit the alarm signal to **Public Safety**. If you hear an alarm, don't assume that **Public Safety** has been called unless you see firefighters on the scene. In the event of a fire you should call **Public Safety at 390-4487** to report the fire.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE EVACUATE THE BUILDING. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS, IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR BUILDING.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify **Public Safety at 390-4487** as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your suite presents a greater threat to your safety than a fire on a floor above your suite.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. When you exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

FIRE SAFETY NOTICES

IN THE EVENT OF FIRE, STAY CALM. EVACUATE THE BUILDING. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION.

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

If There Is A Fire In Your Area

1. Close the door to the room where the fire is and leave the room.
2. Alert people in the building by pulling the fire alarm box handle on your way to the exit.
3. Use the nearest exit to leave the building.
4. DO NOT USE AN ELEVATOR.
5. Call **Public Safety at 390-4487** once you reach a safe location outside the building. Do not assume the fire has been reported unless you see firefighters on the scene.
6. Assemble outside the building. Notify the firefighters if anyone is unaccounted for.

If The Fire Is Not In Your Area

1. Evacuate as indicated above.
2. If you cannot safely exit your building, call **Public Safety at 390-4487** and tell them your location, floor, unit number and the number of people in your room.
3. Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
4. Open windows a few inches at top and bottom unless flames and smoke are coming from below.
5. Do not break any windows.
6. If conditions in the room appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
7. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY
Robert Gleason, Fire Safety Director