

# St. John's University

## Fire Safety Plan



## Hollis Hall

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## Fire Safety Plan

### Part 1–Building Information Section

#### Hollis Hall

8000 Utopia Parkway

Jamaica NY 11439

Fire Safety Director: Robert Gleason

Address: ROTC Building Room 1111  
168-10 Goethals Ave  
Jamaica NY 11432

Telephone: (718) 990-2587

#### Building Information:

Year of Construction: 2000

Type of Construction: non-combustible (58 Suites & 178 Rooms)

Number of Floors: Six above grade, one below grade.

Sprinkler System: Throughout the building.

Sprinkler System Coverage: The entire building is sprinkler protected.

**Stand Pipe:** There are hose stations located in each stairway. Hoses are located in the first floor lobby cabinet marked Fire Department use only. There is one Fire Department siamese connection which supplies both the automatic sprinkler system and the standpipe system.

**Fire Alarm:** Smoke detectors are located in elevator lobbies, all corridors, mechanical rooms, and all suites and bedrooms. There are smoke detectors in air handling ducts to activate air handler shutdown. Manual pull stations are located near each exit and the entrances to exit stairs on each floor. The Fire Alarm System does not transmit a signal directly to the Fire Department. A signal is sent to the Public Safety base, who immediately call 911 or the FDNY dispatcher.

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

**Means of Egress:** enclosed interior stairs.

Type of Egress	Identification	Location	Leads to
Stairway	B		Lobby at grade
Stairway	C		Exterior at grade

**Other information:** The lobby desk is attended 24 hours a day seven days a week.

The use of electrical appliances is limited.

Smoking is prohibited in the building.

RA's are located on each floor.

There is a designated assembly area in the dining facility unless otherwise instructed by a Public Safety officer.

**\*YOU CAN ACCESS THE UNIVERSITY'S ANNUAL SECURITY AND FIRE SAFETY REPORT BY VISITING THE UNIVERSITY'S WEBSITE AT [http://www.stjohns.edu/campus/publicsafety/annual\\_report](http://www.stjohns.edu/campus/publicsafety/annual_report).**

**PAPER COPIES ARE AVAILABLE ON REQUEST.**

Date Revised: May, 2009

## **ST. JOHN'S UNIVERSITY**

### **FIRE SAFETY PLAN PART II - FIRE EMERGENCY INFORMATION**

BUILDING Hollis Hall  
ADDRESS: Jamaica, N.Y. 11439

**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 5252**

## BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every suite and bedroom is equipped with a smoke detector and sprinklers. These are vital pieces of life safety equipment. Do not tamper with them.
2. Carelessly handled or discarded cigarettes are a leading cause of fire deaths. Smoking is prohibited in this residence facility.
3. Only authorized appliances are permitted. They should be used in a safe manner.
4. 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.
5. Familiarize yourself with the location of exit doors, stairways and other means of egress in the building.
6. With the members of your suite, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place in the designated assembly area where you should all meet in case you get separated during a fire.
7. 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.
8. Candles that can be lit are not allowed for any decorations and/or indoor ceremonies.
9. Christmas trees and any other holiday decoration should not be placed in any required exit pathway.
10. Natural Christmas trees, wreaths and branches are not permitted in any campus building.
11. 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.

12. All electrical lights must be turned off when you leave the area.

### **BUILDING INFORMATION**

#### Building construction

In a fire emergency, evacuate the building.

Residential buildings built before 1968 are generally classified either as “fireproof” or “non-fireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building. This is a non-combustible building.

A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairway doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see

what type of building you are in.

### Means of Egress

All St. John's University residential buildings have at least two means of egress (way of exiting the building). There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairways (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairways may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exits: All exits are clearly marked. Your building has enclosed interior stairways.

**Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.**

### Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

The resident facilities are fully sprinklered.

**Be sure to review Part I (Building Information Section) of this fire safety plan to learn**

whether your building is equipped with fire sprinkler systems.

### Interior Fire Alarm Systems

Residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairway door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and automatically transmit a signal to the Public Safety base.

### **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 SUITE.**

**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. 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 unit presents a greater threat to your safety than a fire on a floor above your unit.
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 unit.
4. When exiting 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.

**Evacuation Instructions  
(All Types of Building Construction)**

1. Close, but do not lock the door to the room where the fire is, and leave the room.
2. Alert your roommates.
3. Use the nearest stairway to exit the building.
4. DO NOT USE THE ELEVATOR.
5. Pull the nearest fire alarm box and call 5252 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
6. Continue exiting even if the fire alarm stops sounding the alarm.
7. Meet the members of your suite at a predetermined location at the designated assembly area. Notify responding Public Safety personnel if anyone is unaccounted for.

## **Evacuation Instructions If The Fire Is Not In Your Suite**

### **“NON-COMBUSTIBLE” OR “FIREPROOF” BUILDINGS:**

1. If you must exit your suite first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. If you can safely exit your suite, follow the instructions above for a fire in your suite.
3. If you cannot safely exit your suite or building, call 5252 and tell them your location, floor, suite number and the number of people in your suite.
4. If you cannot exit your suite: Seal the doors with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
5. If you cannot exit your suite: Open windows a few inches unless flames and smoke are coming from below. Do not break any windows.
6. If conditions in the suite appear life-threatening, 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.

## **FIRE SAFETY NOTICES**

### **FIRE SAFETY NOTICE**

**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 Your Area**

- Close the door to the room where the fire is and leave the suite.
- Close, but do not lock, the door.
- Alert your roommates on your way to the exit.
- Use the nearest stairway to leave the building.
- **DO NOT USE THE ELEVATOR.**
- Pull the nearest fire alarm box and call 5252 once you reach a safe location.
- Meet the members of your suite at a pre-determine location inside the designated assembly

- area outside the building. Notify a Public Safety officer if anyone is unaccounted for.
- The designated assembly area is the dining facility unless otherwise instructed by Public Safety.

### **If The Fire Is Not In Your Area**

- Evacuate as indicated above.
- If you cannot safely exit your suite or building, call 5252 and tell them your location, floor, suite number and the number of people in your room.
- Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the room appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

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