Fire Safety

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<tr>
<th>Section: Operating/Administrative</th>
<th>Policy Number: 1011</th>
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<tr>
<td>Responsible Office: Environmental Health and Safety</td>
<td>Effective Date: 04/01/01</td>
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<td>Revised: 06/08/04; 01/18/12</td>
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**General Information**

The University has developed comprehensive plans and fire safety manuals for its buildings. The University’s fire protection systems and programs are designed to save lives and protect property. It is imperative that the entire University Community cooperate to maintain a safe environment for education, work and residential life.

Employees with inquiries regarding fire safety policies and procedures should call the Fire Safety Director on the Queens campus at extension 2587, or visit the Fire Safety website on the St. John’s Intranet, under Public Safety.

**Fire Drills**

Immediate response to a fire alarm is a major factor in insuring the safety of individuals. The University conducts both scheduled and unscheduled fire drills each semester on all campuses. All students, faculty and staff must react immediately when a fire alarm is activated.

**Emergency Response**

In the event of an emergency, evacuate the area, then notify Public Safety from a safe location (Queens extension 5252; Staten Island extension 4487; Manhattan campus 212-277-5156; Oakdale campus 631-218-7800). If a fire alarm sounds, immediately evacuate the building and assemble in an appropriate area outside the building as directed by Public Safety. All individuals should move at least 100 feet away from the building in alarm. This will allow unimpeded access by emergency responders.

**In New York City it is against the law to create a false alarm or tamper with any firefighting equipment. The penalty for such a crime is imprisonment and a $10,000 fine.** False alarms are not only inconvenient to building occupants, they waste time and can cause hazards to the public and firefighters. In addition, false alarms can result in complacency and noncompliance.

**Holiday Safety Guidelines**

- 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 in order to be approved for use.
- Candles that can be lit are not allowed for any decoration or indoor ceremony (excluding the Church and Chapel).
- Christmas trees and any other holiday decoration should not be placed in any required exit pathway.
- Natural Christmas trees, wreaths, and branches are not permitted in any campus building (excluding the Church and Chapel).
• Artificial trees may be decorated with electric lights, however, only UL listed miniature lights, in perfect working condition, may be used. Metallic trees should not be decorated with any type of electrical decorations or devices.

• Decorative electric lights should not be left unattended, and must be turned off when the area they are displayed in is vacated (e.g.: after office hours, on weekends, etc.).