



ST. JOHN'S
UNIVERSITY

CAMPUS **FIRE** SAFETY
for students



Fire safety staff consists of full time and part time Fire Safety Officers who are committed to ensure that St. John's complies with the New York City fire code, Clery fire safety standards, and St. John's fire safety policies. This includes overseeing certified contractors for the testing, inspection and repairs of all fire alarm and suppression systems. Fire Safety has a robust training program for Fire Prevention, Control (use of fire extinguishers) and Evacuation protocol, preparing and presenting fire safety classes to University staff, students and their parents.

St. John's University Fire Safety is an office within the department of Environmental Health and Safety and reports to the office of Public Safety. The mission of the Fire Safety office is to ensure optimum Fire Safety for all students, staff and visitors at all St. John's buildings, both on and off campus, including residential dorms.

The Office of Fire Safety's goal is to educate the University community about fire and life safety, to prevent fire emergencies and to reduce alarms. Fire Safety conducts and evaluates fire drills at all St. John's buildings bi-annually and Campus dormitories 3 times annually.

ST. JOHN'S AND FDNY

Fire Safety Staff serve as the official liaison for FDNY Bureau of Prevention inspectors and the responding FDNY Administrative Battalion 50, representing St. John's in all matters relating to fire safety. We also conduct at least one joint exercise annually with the FDNY on the St. John's campus. Our relationship with the FDNY is vitally important and we appreciate their service, communication, and response to St. John's Campus.



THE COMMAND CENTER

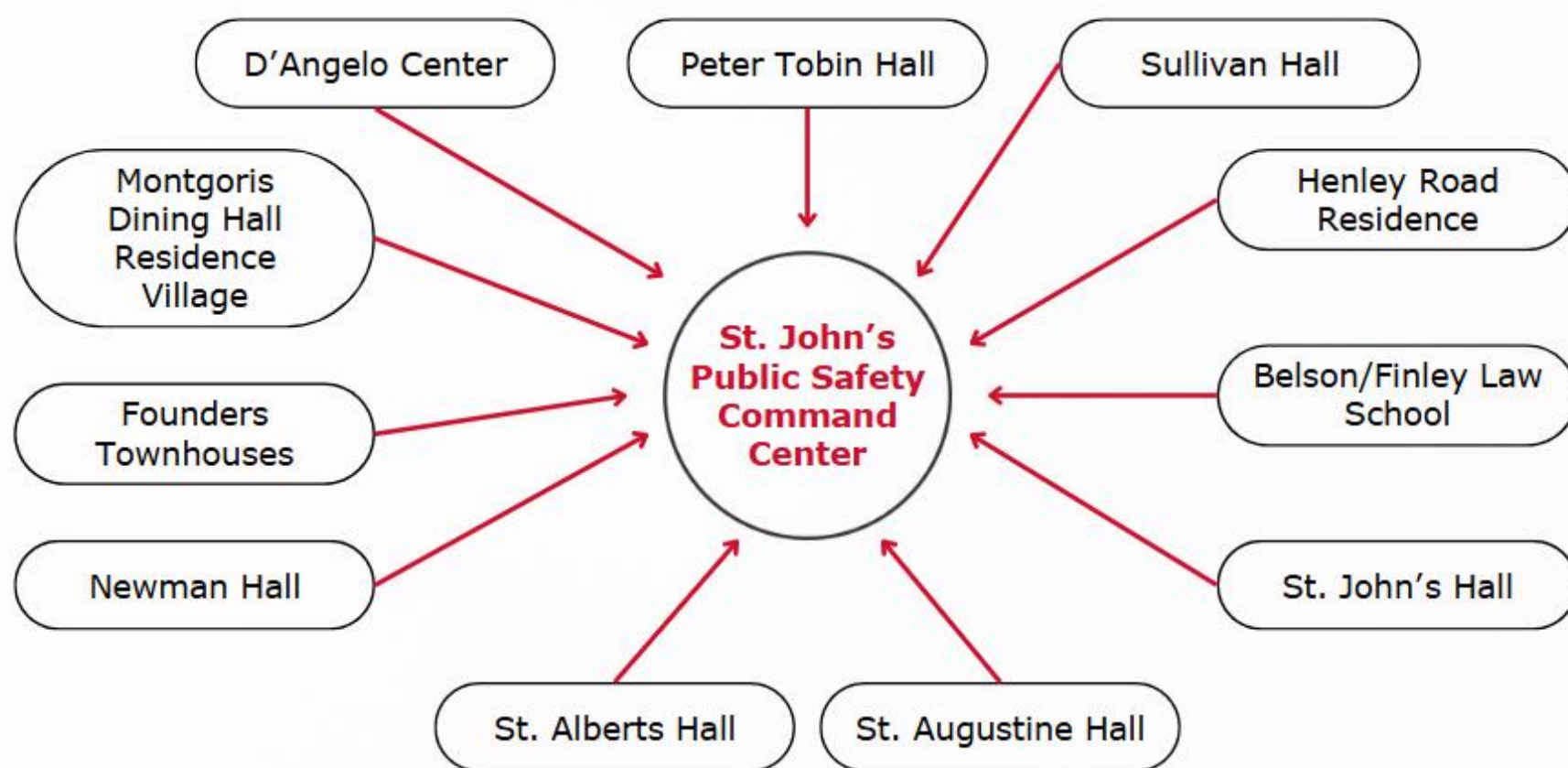
All St. John's buildings have fire alarm and suppression systems that are tied into and monitored by trained staff at our Public Safety Command Center 24/7, 365 days a year. It should be noted that all St. John's Dormitory buildings are fully sprinklered, ensuring optimum safety for our students 24/7. When a fire alarm is activated, the Command Center receives vital information about the activation to include the building address, type of alarm device activated, and the exact location of the fire alarm. Fire safety staff and Public Safety Officers immediately respond to the affected alarm activation. Once at the location, staff conduct a size-up of the incident, including the immediate safe evacuation of all occupants and gather pertinent information when warranted for the Fire Department. An official written report is also generated and filed for every St. John's fire alarm activation.

All St. John's Building Fire Alarms Report to the St. John's Public Safety Command Center 24/7

TYPES OF FIRES AND WHAT TO DO

All St. John's University buildings have fire alarm and suppression systems that are tied to and monitored by the University Public Safety Command Center. When one of these alarms are triggered, it is expected that all students, faculty, and staff immediately leave the building so Fire Safety Staff and FDNY can assess the situation and handle any potential fires. In the event of a fire at a non-St. John's affiliated property, we have listed the types of fires and how to properly combat them.

Class A Fires: These involve ordinary combustible materials such as paper, wood, cardboard, plastics, and fabrics.



- Best way to fight these fires: Use a water-based fire extinguisher (ABC or water extinguisher). If the fire is small and contained, dousing it with water or using a fire blanket can help put it out.
- Important reminder: Always assess the situation. If the fire is too large to control, or if you are unsure, get out immediately and contact the fire department. Your safety is the top priority.

Class B Fires: These are fueled by flammable or combustible liquids such as gasoline, kerosene, oil, paints, and solvents often found in laboratories or garages.

- Best way to fight these fires: Do not use water! Water can spread the fire. Use a Class B fire extinguisher (typically dry chemical or foam) to put out the flames. In some cases, sand or a specialized extinguisher for flammable liquids can help smother the fire.

- Important reminder: If the fire is spreading quickly or if you don't have the right extinguisher, get out immediately and call the fire department. Never try to fight a large Class B fire alone.

Class C Fires: These fires involve energized electrical equipment like appliances, power tools, switches, and panel boxes.

- Best way to fight these fires: Never use water! A Class C fire requires a non-conductive extinguisher (such as a CO2 or dry chemical extinguisher) to avoid electrical shock. If possible, turn off the power source before attempting to extinguish the fire.
- Important reminder: Electrical fires can escalate quickly. If you're unsure how to handle the situation, get out immediately and call the fire department or public safety. Always prioritize safety.

Class D Fires: These involve combustible metals such as magnesium, titanium, potassium, sodium, and pyrophoric chemicals. These materials burn at extremely high temperatures and can react violently with water or air.

- Best way to fight these fires: Class D fires require a special dry powder extinguisher designed for metal fires. Do not use water or regular fire extinguishers. In some cases, sand or dry earth may help smother the flames.
- Important reminder: Metal fires are unpredictable and dangerous. Always get out immediately and contact the fire department. Don't attempt to fight a large Class D fire on your own.

USING A FIRE EXTINGUISHER: P.A.S.S. METHOD

PASS is the acronym to remember when operating a fire extinguisher:

P – Pull the pin: Grasp the extinguisher and pull the pin located at the top. This unlocks the operating lever and allows the extinguisher to discharge.

A – Aim at the base of the fire: Point the nozzle low, toward the base of the fire—not at the flames. This is crucial because you need to extinguish the fuel source to stop the fire from spreading.

S – Squeeze the handle: Slowly squeeze the lever to release the extinguishing agent. Releasing the handle will stop the discharge.

S – Sweep from side to side: Use a steady, sweeping motion side to side while aiming at the base of the fire. Continue until the fire is completely extinguished. Start from a safe distance (several feet away) and move closer as the fire begins to die down.

Fire extinguishers are used for incipient stage small fires only.



Fire Safety Best Habits and Practices

For St. John's Affiliated and Non-Affiliated Housing

WHAT TO DO IN CASE OF A FIRE

Get Out Alive

If you get caught in a fire situation, survival is your first priority. It is always best to know at least two ways out and feel the door before exiting. If the door is hot, don't open it. Instead, use your second

way out, or go to a window and call for help. If the door is cool, stay low, open it slowly, and check for smoke and fire before exiting. It is always best to exit the building before calling 911. While exiting the building, if there is an available fire alarm, pull it on the way out. It also is beneficial to shut any doors behind you to keep the fire from spreading, as well as yelling “FIRE” to alert anyone still in the building to evacuate.

Crawl Low to the Floor

In the case of a fire, thick smoke can make it impossible to see. Toxic chemicals can become deadly in seconds. It is best to stay low to the ground, as the freshest, safest air is close to the floor.

What if You Can't Get Out?

If you cannot get out, yell for help and use your cell phone to call for help. Additionally, you can hang or wave something out of the window while yelling for help.

FIRE SPRINKLERS-THE BEST ROOMMATE EVER!

Fire sprinkler systems are installed throughout all St. John's campuses to provide crucial support in the event of a fire. To ensure they function properly, never hang items from or cover sprinkler heads. If you hear a smoke alarm or see a sprinkler activate, evacuate the building immediately—don't assume it's a false alarm. Always keep sprinkler heads visible and unobstructed, and avoid placing heat sources like toaster ovens near them, as excessive heat can impair their performance.



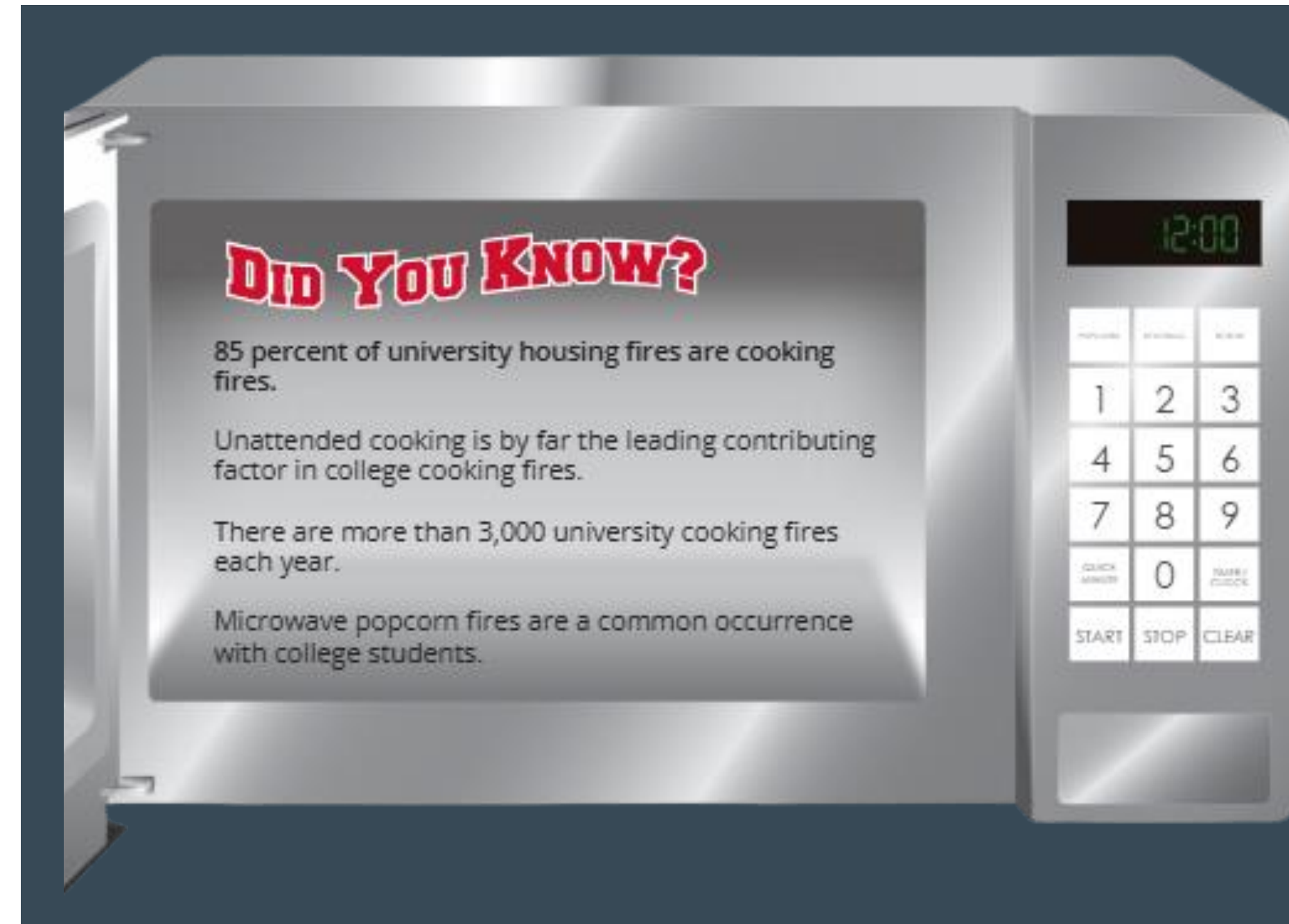
CANDLE FIRES ARE PREVENTABLE

Candles are prohibited from all St. John's affiliated housing, however candle fires are completely preventable in personal use. When utilizing a candle, ensure it is in a sturdy holder, never leave it burning alone, and put it out after each use.

ELECTRICAL SAFETY GUIDELINES

St John's allows the use of extension cords and power strips in its affiliated housing only if they are equipped with an automatic shut-off feature for safety. One power strip should never be plugged into another, nor should electrical outlets be overloaded. Appliances should always be plugged directly into wall outlets,

never using extension cords. Additionally, to prevent fire hazards, avoid placing any flammable objects near lamps or light fixtures.



COOKING SAFETY

At St. John's affiliated housing, cooking is only allowed in designated areas, and it is critical to never leave cooking unattended. Always stay in the kitchen when frying, boiling, grilling, or broiling food—if you need to step away, turn off the stove. When simmering, baking, or roasting, remain at home, check on the food regularly, and use a timer to stay aware. Frying poses the highest fire risk; never use water to extinguish a grease fire—instead, cover the pan with a lid to smother the flames. For microwave fires, keep the door closed and unplug the appliance. Oven fires should be handled by turning off the heat and keeping the door shut. Keep flammable items such as oven mitts, paper towels, wooden utensils, food packaging, and curtains away from stovetops. Always keep your cooking area clean and free from grease buildup. Only use electric appliances that have automatic shut-off

features, and never overload electrical circuits. Stay alert—avoid cooking if you are drowsy or have consumed alcohol. Propane and charcoal grills are strictly for outdoor use only. Finally, if a fire alarm is triggered by cooking smoke in any St. John's affiliated housing, the entire building must be evacuated immediately to allow fire safety personnel and the FDNY to respond appropriately.



E-BIKES, E-SCOOTERS AND E-HOVERBOARD SAFETY

For fire safety reasons, St. John's prohibits the use and charging of electric bikes, scooters, and hoverboards inside any of its buildings. Lithium-ion batteries used in these devices can overheat, catch fire, or even explode if damaged, improperly charged, or stored in unsafe conditions. To prevent fire hazards, never charge these devices indoors or overnight, and avoid using non-manufacturer-approved chargers. If you own an e-bike or similar device, store and charge it off-site in accordance with local safety regulations. Always follow manufacturer guidelines and stay alert for any signs of battery damage, such as overheating, swelling, or unusual smells.

FIRE SAFETY AT NON-ST. JOHN'S AFFILIATED HOUSING

For students living in non-St. John's affiliated housing, it is essential to prioritize fire and life safety when selecting a private residence. A helpful guideline to follow is the "Five Alive" checklist:

1. Smoke and Carbon Monoxide Alarms

Ensure that working smoke alarms are installed on every level of the home, including the basement, and test both smoke and carbon monoxide alarms monthly.

2. Escape Plans

Confirm that there are at least two exits from every room, that all windows open easily, and that each opening is large enough for a person to safely escape in an emergency.

3. Electrical Safety

Avoid overloaded power strips and ensure all major appliances are plugged directly into wall outlets, not extension cords or power strips.

4. Heating Safety

Have all heating equipment, especially in older homes, professionally inspected. Never use the furnace room for storage, as this poses a serious fire hazard.

5. Fire Sprinkler Systems

Check whether the property is equipped with an automatic fire sprinkler system and whether it is properly maintained. Ideally, the fire alarm or sprinkler system should be connected to notify the local fire department or campus security in case of an emergency.

Taking these precautions can significantly reduce risk and ensure a safer living environment.

Contact Information

For any questions please call us at Fire Safety
or Public Safety at 718-990-5252

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