CUNY Brooklyn College

Fire Safety

And

Emergency Evacuation

Plan
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Introduction

Fire must be perceived and addressed as a personal threat. An individual’s actions during a fire emergency are directly related to his/her experience, knowledge and fire awareness. Fortunately, most people have not had the misfortune of being personally involved in a fire emergency and their job descriptions do not include fire safety training. It is therefore imperative that we all confront the potential fire possibility as novices and do as much as possible to increase our fire knowledge and awareness. This is not a difficult process and requires nothing more than becoming a little more observant and aware of some specific elements of our environment. Primary among these are the building exits. Be cognizant of their locations and know where the one nearest your area is. Other considerations, procedures and details are developed throughout this manual. Read each section carefully.

In the event a fire occurs be prepared. Fighting fires is a RACE against time. The key word to remember is RACE because it guides us as to what actions to take in the event of a fire emergency.

R- Rescue (and evacuate when necessary)
A-Alarm (sound the alarm)
C-Confine Fire (when possible)
E-Extinguish Fire

Remember, during a fire emergency it is too late to read instructions. Panic thrives on confusion. Well trained and knowledgeable personnel can go a long way in avoiding panic should fire occur.
What to do if you discover a fire

A small fire is one that can be quickly extinguished with proper usage of the correct fire extinguisher. Fight the fire from a position from which you can escape, and only if you are confident that you will be successful.

A person discovering a large fire or smoke condition should alert any other people in the immediate vicinity and evacuate the room, closing the door behind you.

Do not panic and run! This behavior escalates into greater panic and frequently causes additional injuries and damage.

Locate and pull the nearest fire alarm pull station. The alarm will activate in the security console room and will indicate the exact location of the pull station. There is an officer assigned to the fire console at all times, 24 hours a day 7 days a week. The officer assigned will direct a patrol supervisor/officer to respond to the location of the alarm to determine if there is a fire or other situation necessitating evacuation. Once it is determined by Public Safety personnel that there is a fire the fire department will be contacted by the console operator to respond. In the event of equipment failure, false alarm or other situations public safety will make the appropriate notifications to the engineers on duty.

If an evacuation is warranted, proceed to the nearest exit stairwell and calmly walk down the stairs. Do not use the elevators in a fire emergency. Do not panic and run!

As you follow your designated escape route pull the nearest fire alarm pull station, if the alarms have not already been activated. Continue down the stairs and out of the building. Upon leaving the building continue to move away from the building as there may be many other people evacuating the building coming behind you. After arriving at a safe distance from the building notify the Public Safety Department (X5444) and give as much information as possible; the building, floor and room number, and what is burning (if known). Also, indicate if there are people injured or trapped.

When the Alarm bells ring

Evacuate the building immediately. Follow your room’s designated escape route.

If you are a member of the fire brigade, report to your station and carry out your assigned duties.
An appropriate location in each building will be designated the “Fire Command Station”. In the event of a fire emergency the fire safety director will respond to the “fire command station” to direct the fire brigade in the evacuation of the building. The fire safety director will await the arrival of the fire department and provide them with whatever assistance they require for example; building floor plans, locations of hazardous materials, status of evacuation and HVAC information. Every floor in the building will have a fire warden and fire warden station. It will be the responsibility of the fire warden to assist in evacuating the occupants and to report the evacuation status to the fire safety director.

**Information and training in fire safety**

All employees will have access to a copy of the Emergency Evacuation Plan. The campus fire safety director will provide for appropriate training for all Fire Wardens, Deputy Fire Wardens and the Fire Brigade.

The primary goal of the campus fire prevention program is to reduce the possibility of fire to the lowest possible factor. This is impossible without the complete cooperation of all members of the college community. All fire suppression systems (sprinklers, standpipes) are inspected periodically, and all interior fire alarm systems are tested to insure proper working order. All deficiencies or malfunctions are promptly corrected.

It is the responsibility of all members of the college community to develop fire safety awareness and practice good fire prevention habits. Office personnel, for example, should pay close attention to the following;

**Smoking materials**

- Cigarette smoking or the burning of any tobacco products is prohibited on all CUNY campuses.
- The burning of incents or any open flames is dangerous and should not be done in an office area.

**Faulty electrical wires or outlets**

- Any observed hazardous electrical condition should be reported promptly to an electrician.

**Proper use of heat producing equipment (coffee pots, hot plates, portable heaters)**

Everyone should participate in the campus fire prevention program by reporting damaged or missing fire protection equipment, practicing good housekeeping, and increasing fire safety awareness.

Fire drills are executed once a semester. Every building on campus is drilled once in the day and once in the evening on the same day. These drills are necessary so that occupants can become familiar with their evacuation routes, and through repetition, learn how to make an orderly escape from the premises in the event of a fire emergency.
The best time to protect yourself from fire is before the fire starts. LEARN NOT TO BURN. Know where the exits are and the easiest way to get to them. Become aware of your inherent fire defenses and how they operate. Most buildings on the Brooklyn College Campus have several forms of fire safety devices.

Glossary of terms

**Standpipes**- These are water pipes running up the buildings in the stairwells with outlets on each floor.

**Sprinklers**- These are usually located overhead in many campus areas and they are activated automatically when there is heat and fire present. Water is released from the sprinkler to suppress fire.

**Smoke Detectors**- These devices will activate and sound a fire alarm when smoke is detected in the area.

**Fire Extinguishers**- These hand held and operated devices can be used on small fires that have just started and have not begun to spread.

**Fire Alarm Pull Stations**- These devices located on walls throughout a building can be activated by pulling the handle. This action will trigger the fire alarms and strobes throughout the building.

**Carbon Monoxide detectors**- These devices detect the presence of Carbon Monoxide gas in order to prevent Carbon Monoxide poisoning. This gas is colorless, odorless, and tasteless.
Develop a plan of action now on what you and your fellow coworkers would do in the event of a fire emergency. Increase your awareness. LEARN NOT TO BURN.

**Smoke and Fire**

If the fire alarm sounds and you open the door to the hall and encounter light smoke, get as close as possible to the floor and proceed to the nearest stairway. Feel the door with the back of your hand, if it is hot do not open the door, go to the next stairwell. If the smoke becomes more dense at lower levels, turn around and walk up to clearer air or the roof.

If when you open the door to the hall you encounter heavy smoke or fire that is impassable, retreat back into the space, close the door and attempt to seal all openings into the room, especially the cracks around the door. Use wet cloths if water is available. If you have access to a phone, call the fire department (911) and Public Safety (5444) to alert them of your location. If you have access to a window, open it to provide fresh air and to vent the smoke. Also, signal people outside to alert them of your location.
Part 2: Brooklyn College Fire/Emergency Evacuation Plan

The fire/emergency evacuation plan is being developed to prepare the faculty, staff and students of Brooklyn College to quickly and safely evacuate any building on campus in an orderly manner. The fire/emergency evacuation plan is part of an overall campus safety program that includes:

1. Fire Drills every semester
2. Fire safety inspections
3. Interior fire alarm tests
4. Periodic testing of sprinklers and standpipes

A successful fire safety program includes training, inspections and full cooperation of all building occupants.

The campus fire safety director and the deputy campus fire safety director will administer the Fire Safety Program including the Emergency Evacuation Plan and Emergency Evacuation Plan for the Disabled. They will administer fire drills and oversee all testing and inspections. All inspection records, testing records, certificates and permits will be maintained in the Public Safety Office. Each building will have its own fire wardens and Deputy Fire wardens to assist the Fire Safety Directors during an emergency.

The purpose of the Fire/Emergency evaluation plan is to prepare and assist the occupants of the buildings to evacuate in a safe and orderly manner, in the least amount of time, to a safe area by the nearest means available. The plan provides guidelines for what to do in the event of an emergency. Designated volunteers will be assigned responsibilities to perform or assist in the building evacuation.

Fire Safety Director

The Fire Safety Director will obtain a Certificate of Fitness from New York City Fire Department as a Fire Safety Director.

Duties

1. In the event of a fire, be prepared to advise the Fire Department Officer-in-Command relative to controls and operation of the HVAC systems, other service equipment of the building and other application information pertaining to the building.
2. Make provisions for periodic testing of communication systems.
4. The Fire Safety Director is responsible for daily check for the availability of the fire wardens and deputy fire wardens. If it is impractical to daily contact each fire warden, then the Fire Safety Director should obtain the work schedule of each warden to ensure adequate people are available to act as Fire Wardens.

**Building Evacuation Supervisor**

Responsibility for evacuating a building will rest with a Building Evacuation Supervisor whose substantive position is a Public Safety Supervisor (Level 3).

Reporting to the Fire Safety Director, the building Evacuation Supervisor will take command of the fire brigade and conduct the fire/emergency evacuation.

**Fire Brigade**

A fire brigade is comprised of:

1. Building Evacuation Supervisor
2. Fire Wardens
3. Deputy Fire Wardens
4. Other Public Safety personnel
5. Facilities

The fire brigade will contact the building evacuation supervisor by radio or other means at the Fire Command Station. The fire brigade will assist in building evacuation and crowd control, and provide the fire department with information about the building’s mechanical, electrical and engineering systems.

**Fire Wardens**

A fire warden will be designated for each floor in the building. The fire warden will man the floor fire station and communicate with the building fire command station to keep the Fire Safety Director aware of the floor evacuation status. The fire warden and deputy fire wardens will be familiar with all rooms on the floor, exits and fire suppression equipment. In the event of a fire/emergency, it will be the fire warden’s responsibility to ensure that all persons on the floor are notified of a fire and are evacuated to a safe area. The floor fire warden must provide leadership and protect against panic.

**Fire Command Station**
Each floor in the building will have a fire command station to which the floor warden will respond in the event of a fire/emergency. The fire command station will be in communication via portable radio with the building fire command station located in the lobby of each building. Through this communication system the floor warden will keep the fire safety director and building evacuation supervisor apprised of the evacuation, fire/smoke conditions on his/her floor.

**Instructions to Fire Wardens and Deputy Fire Wardens for Drills and Emergencies**

1. When the alarms are sounded, evacuate and lock your office. Help and direct all persons evacuating your area of responsibility to the nearest exit staircase.
2. The elevator is not to be used in evacuation procedures.
3. Check each room in your area to ensure that all persons have complied with fire regulations. Any rooms other than classrooms found open should be reported to Public Safety.
4. Inform Public Safety of the status of your area. For example, if somebody has not complied with evacuation procedures.
5. Alert Public Safety of any handicapped persons in your area of responsibility.
6. After the drill has been concluded, each fire warden is requested to fill out the fire warden’s report and return it to the Public Safety Department in 0202Ingersoll Hall.

Designated fire wardens will ensure that the following procedures are implemented within their area of responsibility:

1. Faculty will evacuate classrooms as rapidly as possible and will lead their sections to the nearest stairway in silence. Person(s) last leaving a room will see to it that all doors and windows are closed and the lights have been turned off.
2. All persons must evacuate the buildings scheduled in each drill. In rooms other than classrooms, personnel will be directed by supervisors and fire wardens.
3. All persons will proceed to a distance of at least 100 feet away from the building once they have exit. They are not to congregate outside of exits/entrances.
Part 3: Fire Safety and Emergency Evacuation Plan for the Disabled

This Fire Safety and Emergency Evacuation Plan for the Disabled is intended to ensure the safety of the disabled members of the Brooklyn College community during fire drills and actual emergency situations requiring evacuation of a building on campus.

The Fire Safety and Emergency Evacuation Plan for the Disabled identifies the New York City Fire Department (FDNY) as the agency having the primary responsibility for evacuating any disabled person from an endangered floor to a safe location. However, if the FDNY or other Emergency response is not exercised in a timely fashion, then Brooklyn College Public Safety personnel will transport disabled persons to a safe location.

This plan is part of the comprehensive Brooklyn College Fire Safety plan and should be read by all faculty, staff and students to familiarize themselves with emergency procedures contained within.

1. Pre-evacuation procedures
   i. The coordinator of services for students with disabilities and the director of personnel services will supply, to the Director of Public Safety, lists of students, staff and faculty respectively who are disabled, stating their class/work schedule and locations on campus. Each semester a new student list will have to be supplied. In the case of faculty and staff, however, periodic updates will be needed as new persons are employed. Such lists will be made available to all Public Safety managers and post commanders as well as to the fire wardens on the relevant floors. In addition, the lists will be posted in the Public Safety office in 0202 Ingersoll Hall to be used for evacuation purposes at fire drills or in times of actual emergencies.
   ii. A list of fire wardens, their room locations and telephone numbers will be placed on file in the Public Safety office.
   iii. Staff - (wardens and Public Safety personnel) assigned to evacuation procedures will be trained in evacuation techniques.

2. Evacuation Procedures

If you see a fire, do the following:

A- Call the FDNY by dialing 911
B- Call Brooklyn College Public Safety emergency by dialing 5444 if you are using a college telephone. Dial 1-718-951-5444 if you are using any other phone.

C- Activate the Pull Station nearest you

D- Then follow the procedures below;
   i. When you hear the emergency alarm, all disabled persons who are unable to walk down steps should assemble near the exit door closest to the center elevator. If there is more than one elevator in a building, this elevator area will be referred to as the disabled person fire emergency assembly area (DPFEAA). If you are physically unable to move to the DPFEAA, stay in your classroom or office. Help from the BC Public Safety Department or FDNY will come to evacuate you.
   ii. Do not enter the stairwell. Do not use an elevator unless directed by the FDNY or BC Public Safety.
   iii. A member of the Public Safety Department, fire warden or FDNY will search each floor, firstly at the DPFEAA, secondly in each classroom or office which has been previously identified and thirdly the rest of each floor to ensure that all persons with disabilities and others are accounted for and evacuated.
   iv. Floor Diagrams
      A complete set of floor diagrams for all buildings are available for inspection in the Public Safety Office.
   v. Other Precautions
      Remain calm. Your safety and the security of others depend on the absence of panic.

      If you cannot reach the DPFEAA and you are in an office or classroom and have access to a phone call Public Safety at 5444. Disabled persons and persons who are trapped are the only persons who should call Public Safety during a fire emergency evacuation.

      If you are in an area with a door and cannot reach the DPFEAA, seal the cracks around the door with rags or clothing.

What Emergency Personnel will do

The Brooklyn College Public Safety Department personnel or fire wardens who search the floor will report your location to the BC fire console operator by radio. The operator will inform the FDNY.

If you are in need of relocation and the fire department is unavailable, members of the BC Public Safety Department will relocate you to a safe location.

Training and Orientation:
Public Safety Officers are trained in the proper methods for safe lifting and carrying disabled persons.

**Orientation:**

Orientation to the Emergency Evacuation Plan including the relocation procedures will be provided for disabled faculty, students and staff on a yearly basis under the auspices of the 504 Committee.

Orientation for new disabled students will be included in the freshman orientation program. At this orientation, efforts will be made to ascertain any special help which might be required in order to evacuate these persons successfully.

Instruction regarding the emergency Evacuation Plan will be include in the regularly conducted fire drills.

**Locating Disabled Persons**

As stated in the Pre-evacuation procedures section, Public Safety will obtain the class schedules for disabled students and work schedules for disabled faculty and staff in order to locate disabled persons in an emergency.

It is however, the responsibility of disabled students, faculty and staff to report any changes in their class or work schedules to the proper coordinating authority.

**Responsibility for Implementation of Emergency Evacuation Plan**

The Director of Public Safety is responsible for the implementation of the Fire Emergency Evacuation Plan for the Disabled.

**Distribution**

The Emergency Evacuation Plan for the Disabled and the overall Fire Safety Plan will be distributed to all faculty members, students and staff who have identified themselves as disabled by the coordinating offices-Provost, Director of Personnel Services and the Coordinator for students with disabilities.
Fire Safety Plan for Disabled Persons

This section was initially prepared as a training guide for Public Safety personnel who may be required to lift and carry non-ambulatory persons to a safe location in a fire emergency. In the preparation of this document, it became apparent that the information contained herein would be of interest to Brooklyn College’s disabled community and others as well. Hence, it is now included in the college’s Fire Safety Program.

If there is a fire alarm in one of the college’s buildings, and you are a disabled person who is unable to walk down steps, you should assemble at one of the Disabled Persons Fire Emergency Assembly Areas (DPFEAA).

These areas (DPFEAA) are located on every floor of our buildings. More specifically, the DPFEAA are located in the immediate vicinity of the building’s center elevators and in close proximity to the stairwell closest to this elevator. The DPFEAA are identified by wall signs reading: “Disabled Persons Fire Emergency Assembly Area”.

During a fire alarm, fire wardens and Public Safety personnel have been directed to communicate the number, the location, and the status of all disabled persons via portable radio. The fire console will notify the FDNY regarding the status of all disabled persons in the building as soon as the fire fighters arrive on campus.

No person should ever use an elevator in a fire unless directed by the FDNY or Public Safety. Using an elevator in a fire is extremely dangerous and the college has been informed by the fire department that the use of elevators in a fire has in many instances resulted in the unfortunate and unnecessary deaths of some persons.

The FDNY has the primary responsibility to determine if elevators can be used to transport disabled persons during fire emergencies. The fire department also has the responsibility to relocate disabled persons to a safe location if such relocation is necessary.

If it is necessary to relocate disabled persons during an emergency, the FDNY considers transporting of disabled persons in an emergency to be highly risky. The relocation process subjects disabled persons and other persons to conditions that may cause accidents and injuries. Consequently,
the FDNY wishes to handle any necessary relocation of disabled persons using safe procedures and their experienced personnel.

If the elevator can be used during a fire alarm, the fire department considers use of these elevators to be the best method of relocation because it is practical, safe and efficient but the FDNY will handle this. This explains the FDNY’s position of advocating Emergency Assembly Areas for Disabled Persons. The fire department often refers to this type of assembly area as a refuge area.

When there is a report of a fire alarm in a building, (Note: the alarm may be a false alarm or the fire may be in a small section of the building), if the disabled person is not specifically in any danger from the fire or its smoke, the FDNY does not automatically recommend relocation of that disabled person. In most cases, the FDNY would not recommend that person be completely moved out of the building, but to a safe location within the building.

Note: It is extremely important that the Brooklyn College community understand the protocol of the FDNY for evacuating a building which is experiencing a fire. Everyone in the building should not automatically be evacuated to the outside, or for that matter, be relocated within the building. This is the policy for ambulatory persons as well as non-ambulatory persons.

If you have any questions regarding the various parameters used to evaluate the necessity of evacuations please consult with the Fire Safety Director or the Director of Public Safety.

When Public Safety personnel will relocate disabled persons

If for any reason, a disabled person is in imminent danger due to fire, smoke or similar circumstances on campus and members of the FDNY are not present to relocate the disabled person, Public Safety, and fire wardens will assume the responsibility of relocating that person to a safe location.

Public Safety personnel operating under the direction of the supervisor in charge of the emergency, or the fire console operator, will take command and make immediate arrangements to have the appropriate disabled person(s) moved to a safe location. If necessary, the Public Safety supervisor will request the additional assistance of volunteers to carry on the task.

The Public Safety supervisor in charge of the evacuation process will determine the number of carriers needed to relocate a disabled person. Factors to be considered when making these assignments will be the weight of the disabled person, the weight of the wheelchair, the width of the staircase and any other factors that are deemed necessary to safely carry out these functions.

Fire wardens and Public Safety personnel when reporting the status and location of disabled persons who are using wheelchairs to the fire console operator will include the approximate weight of the disabled person and the person’s wheelchair. It is imperative that a fire warden or Public Safety Officer remain with disabled persons while they remain at the DPFEAA.

Procedure for a Disabled Person who is Blind
A disabled person who is blind and has to be relocated, but is able to walk down stairs will be personally escorted to a safe location by a security person, a fire warden or a volunteer at the request of Public Safety.

**Procedures for a Disabled Person who is Deaf**

A disabled person who is deaf will be contacted by Public Safety personnel or fire warden in search of all floors. Such disabled person will be informed of the fire emergency and given the same directions as other ambulatory persons to leave the floor using the appropriate exit staircase.

**Special Caution on Lifting and Carrying Disabled Persons**

Before lifting any disabled person carriers, if possible, will ask the disabled person how they should be lifted. Disabled persons know better than anyone else how they should be lifted or carried in order to avoid any injury to themselves.

**Lifting and Carrying Procedures for Disabled Persons who use Wheelchairs**

If you are a disabled person who must be personally carried to a safe location because you use a wheelchair or are unable to walk down stairs for whatever reason, and you are endangered by the fire/smoke condition, you will be carried to a safe location by Public Safety personnel.

Whenever possible, a disabled person who uses a wheelchair will be carried downstairs without removing the person from their wheelchair. For the purpose of understanding the following procedures, the “carrier” will be identified as the person assisting the disabled person.

**Special Guidelines for Lifting and Carrying of a person while in a wheelchair are as follows:**

1. Caution: No disabled person is to enter a stairwell or be carried into a stairwell at a time when ambulatory occupants are using that particular stairwell for evacuation. Extreme caution must be exercised to prevent panic and accidents between ambulatory and non-ambulatory persons. Exceptions are the stairwells in Boylan and Ingersoll Halls which have very wide staircases making it feasible under some circumstances to use these staircases to accommodate disabled persons in a wheelchair while ambulatory persons are descending the staircase.
2. The wheelchair wheels will be placed in a locked position before any lifting takes place.
3. If possible, the carriers will strap the disabled person to the wheelchair. The disabled person should always be facing forward when carried.
4. The carriers should be located at each side of the wheelchair facing each other with the disabled person between the carriers.
5. The carriers should grasp each side of the wheelchair at the upper section of the rear frame and the lower section of the front frame. Moving parts or a weak area on the frame should not be used as a handle to lift the wheelchair.
6. The carriers should slightly bend their knees as they lift the chair. Carriers will coordinate all movement with their partner(s). The carriers should synchronize their one step at a time.
movement downstairs. Carriers should not turn their bodies to face forward or cross one leg over the other while descending downward.

**Lifting and Carrying a Disabled Person Independent of their Wheelchair**

There may be occasions when a disabled person who uses a wheelchair cannot be carried within his or her wheelchair because of: the weight involved, the narrowness of the staircase, the strength of the carrier(s), etc. If presented with these sets of circumstances, the disabled person should be lifted out of the wheelchair and carried as follows:

1. The wheels of the wheelchair should be placed in a locked position before lifting the disabled person.
2. The carriers should be stationed on each side of the wheelchair.
3. If the disabled person is physically able to do so, before lifting, have that person place their arms behind the neck and shoulders of the carriers.
4. Each carrier will place one arm around the back of the person to be lifted.
5. The other arms of the carriers will be placed under the thigh area, close to the knee, of the person to be lifted. While lifting, carriers will not use their backs for leverage but they should bend their knees. Carriers will not grasp each other’s hands while lifting or carrying the disabled person.
6. Carriers will descend the stairs using the same method for carrying a person in a wheelchair.