

# St. John's University



## Fire Safety Plan Sun Yat Sen Hall

# St. John's University

## Fire Safety Plan

### Part 1–Building Information Section

#### Sun Yat Sen Hall

8000 Utopia Parkway  
Jamaica NY 11439

Fire Safety Director: Robert Gleason

ROTC Building Room 111

Address: 168-10 Goethals Ave  
Jamaica NY 11432

Telephone: (718) 990-2587

#### Building Information:

Year of Construction: 1971

Type of Construction: non-combustible

Number of Floors: One above grade, none below grade.

Sprinkler System: Yes. 6 heads adjacent to glass windows in front of library.

Fire Alarm: Manual stations are located near the exits. The Fire Alarm System does not transmit a signal to the Fire Department.

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

Means of Egress: Four exit doors discharging directly to grade.

Other information: This building contains class rooms, administration offices and computer labs. The use of electrical appliances is limited.

Smoking prohibited in the building. There is a kitchen (no cooking) at the rear of the building.

Date prepared: August, 2000

Date Revised: September 2009

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

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

BUILDING Sun Yat Sen 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. 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.
3. Keep all doorways leading to corridors and fire exits free of obstructions, and report any obstructions or accumulations in hallways, stairwells or other means of egress to the Department of Public Safety.
4. Familiarize yourself with the location of exit doors, stairwells 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.

**If there are any questions please contact Mr. Robert Gleason, Fire Safety Director at x2587. Thank you.**

## **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 the Fire Department is called early.

While it is unlikely that the building structural members will catch fire, the contents of the building still poses 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. The safest exits are the doors which open directly to the outside of the building at grade level.

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

Fire alarm systems can be manually activated, automatically activated, or both. 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 exit doors.

The Fire Alarm system is not arranged to automatically transmit the alarm signal to the Fire Department. If you hear an alarm, don't assume that the Fire Department has been called. Unless you see a fireman on the site, you should call 5252 to report the fire.

### Fire Sprinkler Systems

This building has sprinkler protection on the first floor inside the front doors.

### Public Address Systems

This building is arranged with a public address system. You should expect to be given instructions over such a system during emergency situations.

## **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 the Public Safety Department 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 presents a greater threat to your safety than a fire on a floor above.
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.

**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 people on your floor by pulling the fire alarm box handle.
3. Use the nearest stairwell to exit the building.
4. 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.
5. Assemble outside the building. Notify responding firefighters if anyone is unaccounted for.

## **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 Your Area**

- Close the door to the room where the fire is and leave the room.
- Make sure EVERYONE leaves the room with you.
- Close, but do not lock, the door.
- Alert people on your floor by pulling the fire alarm box handle on your way to the exit.
- Use the nearest stairwell to leave the building.
- DO NOT USE THE ELEVATOR.
- Call 5252 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Assemble outside the building. Notify Public Safety if anyone is unaccounted for.

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

- Evacuate when you hear a fire alarm signal or someone shouting “fire”.
- When you exit, first feel the door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit, follow the instructions above for a fire in your room.
- If you cannot safely exit your building, call 5252 and tell them your address, floor, 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. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.