

THINGS TO KNOW: SLU FIRE SAFETY RESPONSE

REVISED 12-2023

At the sound of an alarm, or fire remember R. A. C. E.

R REMOVE individuals in immediate danger and close the door where the fire is located

A ALARM- Pull the Fire Alarm at Fire Alarm Pull Stations:

- Follow the Directions of the Fire Safety Director (Lobby security will make announcements over the building's emergency PA system.)
- **SLU Fire Wardens on each floor** (or nearest available supervisor/staff if Fire Warden is not on site) will immediately determine if there is an actual fire/emergency by using the fire alarm call box to speak with and get instructions from the Fire Safety Director.

C CLOSE DOORS in the exit path to present the spread of smoke or fire

- **SLU Fire Safety Searchers** Notify those in the immediate are of the danger
- At the sound of Alarm, **SLU Male and Female Searchers** will enter restrooms to alert occupants on the floor
- **Supervisors/Staff** check classrooms in their immediate area to alert occupants of fire on the floor
- **Prepare to Evacuate**
 - Remain Calm and proceed to evacuate the area in an orderly manner. **DO NOT RUSH, PUSH, OR PANIC**
 - Assist disabled persons to evacuate the area. Be aware of persons with sight or hearing disabilities
 - Do not go back to retrieve belongings.
 - If there is smoke, stay low, it will be easier to breathe.

E EVACUATE Building by closest exit and go to the designated meeting area:

- Use Stairways to **GO DOWN** to the Next Re-Entry Floor
- Use Staircase indicated by Fire Warden. Never use an elevator to evacuate unless directed to do so by the fire department.
- Before opening any door, touch the door with the back of your hand. **DO NOT OPEN DOOR THAT IS WARM OR HOT.**
- **CLOSE DOORS BEHIND YOU** to prevent fire spread, but make sure that you can reopen them if need to retreat.
- If trapped in a building with operable windows, open windows at the top to let heat and smoke out, open at the bottom to breathe.
- Do not attempt to walk down to street level unless instructed to do so by fire department or lobby security. Fire department may need clear access in stairwells.
- Once in the lobby, occupants may be directed by emergency or security personnel to use a designated exit to street.

When using a fire extinguisher remember P.A.S.S.

- P- Pull the pin
- S- Squeeze the handle all the way down e
- A- Aim at the base of the fir
- S- Sweep the fire extinguisher from side-to-side

SLU Emergency Meetup Location: Bryant Park, corner of 42nd Street and 6th Ave.

| FLOOR | FIRE ALARM PULL STATION | LOCATION |
|------------------|---|--|
| 19 TH | <ul style="list-style-type: none"> • Fire Warden Phone • Fire Alarm Pull Station & Fire Warden Station • Fire Alarm Pull Station & Fire Extinguisher | <ul style="list-style-type: none"> • inside main entrance • near Staircase G, opposite soda machine • near Staircase F, by Men's restroom |
| 18 TH | <ul style="list-style-type: none"> • Fire Warden Station • Fire Alarm Pull Station & Fire Extinguisher • Fire Alarm Pull Station & Fire Extinguishers | <ul style="list-style-type: none"> • at entrance elevator • near Staircase G, opposite soda machine • near Staircase F, by Men's restroom |
| 14 TH | <ul style="list-style-type: none"> • Fire Warden Phone • Fire Alarm Pull Station & Firefighter Phone • Fire Alarm Pull Station, Firefighter Phone & Fire Extinguishers | <ul style="list-style-type: none"> • by freight elevator, left of main entrance elevators • near Staircase G, opposite soda machine • near Staircase F, by Men's restroom |
| 10 TH | <ul style="list-style-type: none"> • Fire Alarm Pull Station & Firefighter Phone • Fire Alarm Pull Station & Fire Extinguishers • Fire Alarm Pull Station | <ul style="list-style-type: none"> • near Staircase G, near room 1000 • near Staircase F, by Men's restroom • Near Staircase E |

| | |
|-------------------------------|---|
| Fire Exit: Stairwell E | begins on the 12th floor and leads to the 43rd street next to the post office |
| Fire Exit: Stairwell F | Outside stairwell located at the south side of the building (43rd Street side) leads inside the 14th floor and to lobby. |
| Fire Exit: Stairwell G | located at the north side of the building (44th Street side) leads to the 44th St. freight elevator entrance. Occupants then continue out exit door next to the freight elevator |

SLU Fire Safety Team (equipped with flashlights, whistles, walkie-talkies)

| Floor | Room | Roles | SLU Fire Safety Volunteers | Phone Number |
|-------|--------------------------------|---|---|--|
| 19 | 1906-A 1901 1901 1900 | Fire Warden Fire Deputy Warden Fire Searcher Fire Searcher | Keysha Rodriguez Nana Ama Ampah Zenzile Greene Walter Romney | 646-313-8369 646-313-8349 646-313-8590 646-313-8372/ 646-313-8300 |
| 18 | 1815 1815 1801 | Fire Warden Fire Deputy Warden Fire Searcher | Jeff Rickman Kelvin Huang Nadhia Rahman | 646-313-8444 646-313-8349 646-313-8511 |
| 14 | 1423 1424 1400 | Fire Deputy Warden Fire Searcher Fire Searcher | Padraig O'Donoghue Rochel Pinder-Cuffie Orson Barzola | 646-313-8321 646-313-8320 646-313-8335 |
| 10 | 1005 1008 1008 | Fire Warden Fire Deputy Warden Fire Searcher | Suzette Ellington Keenya Brown Joanne Mason | 646-313-8304 646-313-8532 646-313-8535 |

Emergency Services: CALL 911 WHEN IT IS SAFE TO DO SO!
Local Police Department: Midtown South Precinct (W 35th St.), 212-239-9811
Local Fire Department: Engine 65 (W 43rd St.), 911
Local Hospitals:

- NYU Langone Health (E 33rd St.), 646-929-7800
- Northwell Health (E 54th St.), 212-371-7230
- Columbia University Medical Center (W 58th St.), 212-305-7114
- Mount Sinai West (W 58th St.), 212-523-4000
- New York-Presbyterian/W. Cornell Medical Center (E 68th St.), 212-746-5454
- Mount Sinai Hospital (E 100th St.), 212-241-6500

SLU Address: 25 West 43rd Street, 19th Floor, New York, NY 10036
SLU Main Phone Number: 646-313-8300
SLU Security Officers: Located by Entrances to Floors (equipped with walkie-talkies)
Building Lobby Desk: 212-840-7958, Ext. 103
SLU CUNY Security: 212-817-7761, Office of the Director of Public Safety, The Graduate Center, 365 Fifth Avenue, Room 9117

Stay Informed

- Register for CUNY Alert: receive text/emails & voice alerts: www.cuny.edu/cuny-alert/
- Register for Notify NYC: <https://a858-nycnotify.nyc.gov/notifynyc>
- NYC Emergency Management: <https://www.nyc.gov/site/em/index.page>
- New York Fire Department: <https://www.nyc.gov/site/fdny/index.page>
- New York Police Department: <https://www.nyc.gov/site/nypd/index.page>
- Get Citizen App: <https://citizen.com>
- Federal Emergency Management Agency: <https://www.fema.gov>
- Center for Disease Control: <https://www.cdc>

CUNY's Emergency Response Guide: SLU's Emergency Management Team

- Office of the Dean, 19th Fl, Room 1902, 646-313-8300/ 646-313-8350
- Office of the Associate Dean of Finance, Administration, Operations, 19th Fl, Room 1915, 646-313-8367, Cell 917-414-0334
- Office of the Associate Dean of Academic Affairs 19th Fl, Room 1904, 646-313-8355
- Office of the Director of Student Affairs and Comm. Affairs, 14th Fl, Room 1424, 646-313-8320
- Office of the Manager of Academic Support and Retention, 14th Fl, Room 1423, 646-313-8321
- Office of the Director of Public Safety, The Graduate Center, 365 Fifth Avenue, Room 9117, 212-817-7761
- Building Lobby Security: 212-840-7958, Ext. 103
- SLU Security located by entrances to 19th, 18th, 14th floors
- <https://www.cuny.edu/about/administration/offices/publicsafety/emergency-response-guide/>

SLU Emergency Meetup Location: Bryant Park, corner of 42nd Street and 6th Ave.

Kits & Manuals

First Aid Kits located at:

- **19th floor:** Reception Desk, Pantry Area
- **18th Floor:** IT Help Desk, Room 1802, Room 1815, Room 1828
- **14th floor:** Reception Desk, Pantry Area
- **10th floor Room 1005:** Pantry Area
- **10th floor Room 1008:** Conference Area

Crisis Kits (include walkie-talkies and chargers, flashlights and batteries, whistles, first-aid kits, Staff roster, Master Key holders)

- **19th floor:** Room 1901, Reception Desk, Library
- **18th floor:** Room 1802, IT Helpdesk, Room 1815, Room 1828
- **14th floor:** Room 1410 (by printer area), 1412 (Student Service desk), Bursar Cashier, Room 1424
- **10th floor:** Room 1005, Pantry Area
- **10th floor:** Room 1008, Conference Area

Printed Emergency Manuals: located on the 19th floor (1906-A, outside 1906)

- SLU Emergency Response Recovery Plan
- Security Safety Facility Services Manual
- FDNY Fire Safety Tips for Residence
- FDNY Fire Safety Tips (in Spanish)
- CUNY Emergency Manual
- FDNY Fire Safety Tips for Offices
- FDNY Fire Safety Tips for Seniors
- FDNY Fire Safety Prevention

Emergency Action Plan & Public Safety Reports: www.slu.cuny.edu/welcome/public-safety

REPORT an Emergency:

- Notify Security officers on the floor or contact the Building Lobby Security, 212-840-7958.
- Notify the Associate Dean of Finance, Administration, Operations, 646-313-8367, Cell 917-414-0334.
- Call 911 to report emergencies directly to the New York City Police, Fire and/or Emergency Medical Services.
- For smoke or fire, pull the Fire Alarm Pull Boxes, which are bright red in color, located adjacent to all fire exits. Lifting the cover and pulling down the handle activates the alarm. A signal is sent to the fire command station in the building's main lobby and to a central dispatch station that notifies the FDNY. When pulled, this device will also activate an audible fire alarm on the floor where it is pulled and the floor above.
- Complete Incident forms & Review Public Safety Reports: www.slu.cuny.edu/welcome/public-safety
- Facility Emergencies call 646-313-8300 and email Facilities@slu.cuny.edu

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