

FIRE SAFETY PROGRAM
BANK STREET COLLEGE

Emergency Action for All Occupants Upon Discovery of a Fire and/or Sounding of the Fire Alarm

- Alert those in the immediate area.
- Close doors to contain the fire, if possible
- Activate the building fire alarm. There are two alarm stations on each floor, adjacent to Stair A and Stairs B. Open the door and pull the handle down all the way.
- Do not attempt to fight a fire unless it is small in nature. Water extinguishers are located at each fire alarm station.
- Close, do not lock, the doors behind you.
- Remain calm and walk to the nearest exit. If path is blocked by heat or smoke, proceed to alternate exit. Know the locations of all fire exits on your floor. Do not use the elevators.
- Walk down the stairs, not up.
- If you discovered the fire, pull the fire alarm and relay the information to security personnel in the lobby, at extension 4411. Describe location of the fire, room number, and whether you saw fire or smoke.
- Leave the building and assemble outside, across the street away from exit discharge doors, and far enough away so as not to interfere with the fire department activities.
- Contact Security at the earliest possible moment, it is imperative that the alarm be sounded at the earliest possible opportunity.

NOTE: Individuals with mobility impairments have been provided with two-way communications walkie-talkies and are to notify Security of their locations immediately.

Emergency Action By Fire Wardens (Primary An/ Or Alternate)

- In addition to the above steps, every room, bathroom and stairwell must be checked to ensure that no one is left behind.
- Evacuate all occupants by directing and pointing to nearest possible exit routes.
- Where necessary, Fire Wardens are to summon Security personnel for help, evacuate to nearest stairwell landing and remain with individuals with mobility impairments until Security staff and/or the Fire Department arrives.
- Wardens are to be cognizant of other individuals with special needs, such as epileptic prone occupants, and follow the procedure mentioned above.

REMEMBER

R.A.C.E

RESCUE ANYONE IN DANGER; SOUND ALARM BY PULLING FIRE BOX LOCATED ON FLOOR; CONTAIN FIRE BY CLOSING DOORS; EXTINGUISH AND/OR EVACUATE.