



PACIFIC COLLEGE of HEALTH AND SCIENCE

BASIC SAFETY GUIDLINES

Safety Officer and Health Service Manager

Kellie Knight, Campus Director: kknight@pacificcollege.edu

Safety/Fire Wardens

19th floor: Kevin Ramkalawan, Facilities Director
1st floor clinic: Kellie Knight, Campus Director

Evacuation Procedures

- If you see smoke or fire, pull the fire alarm.
- Fire alarms are located outside of each stairwell.
- Do not use the elevators in the event of a fire.
- Wait for instructions from the PCOM floor Safety/Fire Warden.
The Warden on each floor will communicate with the Building Fire/Safety Warden in the lobby regarding whether evacuation is warranted and any evacuation details specific to the emergency at hand.
- *If the Fire Alarm sounds and there is no communication from the floor Warden or the Building, please evacuate after five minutes.*

Stairwells

- A & B – in the hallway between lockers and the window at the end of hall.
- C – in the alcove next to the facilities office between rooms 1 & 2.
- E – between Reception/bookstore and the door going to the faculty lounge.

Relocation Spots

- Primary: South Street Seaport; corner of Fulton & Water Streets
- Secondary: Southwest corner of Zucotti Park (if the primary location is unsafe, for example in the case of flooding)

Review

- Emergency Action Plan (EAP) document
- Non-Fire Related Emergencies handout
- Fire Safety handout

THE FOUR **ACES** OF HIGH RISE OFFICE BUILDING FIRE SAFETY

#1 — IF YOU SEE FIRE OR SMOKE



- WHENEVER POSSIBLE, such evacuation should be supervised via instructions received from the Fire Safety Director, Deputy Fire safety Director or floor warden.
- However in no event will evacuation be delayed if instructions from the above personnel are not forthcoming.

NOTE: It is not recommended to evacuate to the street from upper stories of high rise buildings. Two or Three levels below fire is sufficient. When possible use RED Fire Warden phone to inform Fire Safety Director of details.

#2 — IF YOU HEAR THE FIRE ALARM BUT THERE IS NO VISIBLE FIRE OR SMOKE ON YOUR FLOOR

- Stand by for instructions from Fire Warden or Building Fire Safety Director via Building Fire Intercom.
- Fire Warden team should investigate to make sure there is no visible fire or smoke on their floor.
- If instructions are not forthcoming, contact the Fire Command Station via Fire Warden phone or Telephone Building Office.

BE FAMILIAR WITH:

- Fire exits, and Re-entry floors.
- Building's fire safety system:
(Fire alarm, inquiry tone, fire alarm box, fire warden phone.)
- The Fire Warden Team on your floor.

The above suggested guidelines were prepared by
QUALITY FIRE PROTECTION CONSULTANTS, INC.

1-212-695-0890
Fax # 1-212-695-0797



Emergency Action Plan (EAP)

Non-Fire Related Emergencies



Chemical Release



Blackout



Natural Disaster



Biological



Nuclear

If you hear that the EAP is in effect, your EAP Director will inform you:

- What has occurred
- Where it has occurred
- What provisions of the EAP will be implemented
- Why it is necessary to implement the plan

You may be instructed to implement one of the following:

- **Shelter in Place** – you are to remain at your work station
- **In-Building Relocation** – You will be asked to move to another more secure area of the building
- **Partial Evacuation** – a part of the building will be asked to evacuate to an assembly site
- **Full Evacuation** – the entire building will be asked to evacuate to an assembly site

Additional Information:

- Leaving the floor without information is NOT advised
- You will receive instructions over the PA system
- It is important that we follow instructions carefully
- If instructions are not forthcoming, contact your Floor Warden then EAP Director

BE FAMILIAR WITH:

- Your in-building relocation areas
- Your assembly sites: **Primary:** Fulton Street at South Street Sea Port
Secondary: Southwest corner of Zuccotti Park
- Fire exits and re-entry floors
- Building's fire safety system: fire alarm, inquiry tone, fire alarm box, fire warden phone & **Fire Command Station (Lobby)**
- Fire/EAP Warden Team on your floor