

Help in a Hurry!

location and the building the disabled person is located. Accompany the disabled person to the nearest egress stair designated as a place of refuge and remain with the disabled person until Lehman College Public Safety or the Fire Department arrive to assist in evacuating the disabled person. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in serious injury.

• If the closest place of refuge is not available or if there is not a clear, safe path to the designated place of refuge, accompany the disabled person to the closest egress stair and remain with them inside the stair case, on the landing with the doors closed. Contact the Lehman College Public Safety (ext. 7777) and advise of the new floor and stair location where the disabled person is located. Remain with the disabled person until Lehman College Public Safety or the Fire Department arrives to assist in evacuating the disabled person. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in serious injury.

• Persons with hearing impairments can be assisted out of the building, provided that they are made aware of the activation of the fire alarm.

• Persons with visual impairments can be safely helped out of the building, provided that a person is there to assist them, and that most of the other building occupants have already left the building. The evacuation of persons with disabilities at the same time as everyone else might increase the risk of accident or otherwise endanger all persons trying to vacate the building.

Emergency information and phone numbers:
Lehman College Public Safety –
Gate #5 Central Communication Stations:

Emergency/24 hours:

718-960-7777

Non-Emergency/24 hours

718-960-8228

**Public Safety Department offers
escorts from campus to your
vehicle or public transit, call:**

718-960-8228

for a Public Safety escort

**Lehman College Switchboard
(9 a.m. – 5 p.m., Mon – Fri),
and includes:**

college closing information:

718-960-8000

**Lehman College Public Safety
Administrative Office,**

APEX Room 109

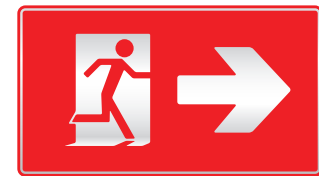
General Information:

718-960-8593/4

FIRE SAFETY



JUST GET OUT



A Guide for Lehman College students, faculty, staff, alumni, family, friends and visitors on what to do when the fire alarm sounds in a building on campus.

GENERAL FIRE SAFETY INFORMATION

Lehman College is committed to providing a healthy and safe educational and working environment for our students, faculty, and staff. In order to meet this goal the College has developed a number of policies and procedures to protect the campus community. The success of the program depends on each of us.

The Following are the Fire Safety Policies and Standard Operating Guidelines for Lehman College.



EMERGENCY PROCEDURES

FIRE ALARM PROCEDURES

1 Fire alarms are activated for different reasons (fire drill, smoke condition, active fire, false alarm). All faculty, staff, and students must evacuate the building whenever the fire alarm sounds. Be sure to locate the closest egress stair and building exit and be familiar with the egress route in every building you use on campus in case of an emergency.

2 When a fire alarm sounds, evacuate the building. Don't wait to see if anyone else leaves, just get out. Close the door to your room and proceed to the closest exit. If smoke hampers your means of egress, find an alternative route.

3 Do not use the elevator to evacuate the building; Smoke will rise in an elevator shaft, placing everyone inside at serious risk. Use the designated stairs only to evacuate safely.

GENERAL FIRE SAFETY INFORMATION

4 If you observe other people in the building who may be unfamiliar with the alarm, advise them of the fire alarm and suggest that they evacuate. DO NOT force them to leave or become confrontational. Contact Public Safety to assist.

5 Proceed away from the building. Do not stand in front of, or near the entrances to the building since fire department access to the building should not be obstructed. Do not leave campus, stay with your group. It is important that all building occupants be accounted for in a true emergency situation.

6 Do not re-enter the building until Lehman College Public Safety or the Fire Department has indicated that it is safe to re-occupy.

FIRE REPORTING PROCEDURES



The following procedures should be followed *if you discover a FIRE or Smoke Condition:*

- Close the door to the room involved once all occupants have left. This will contain the fire and make it easier to extinguish.
- Activate the closest fire alarm. Pull stations are normally located near the exit or stairwell door.
- Report the fire to the Lehman College Public Safety (ext. 7777). Call from a safe location, away from the fire. Never assume that someone else has called. Extinguish the fire using the appropriate fire extinguisher, if possible. Fire Extinguishers are centrally located in building corridors. Do not place yourself at risk. Use the fire extinguisher only if you have been properly trained and the fire is small.

GENERAL FIRE SAFETY INFORMATION

FIRE EVACUATION PROCEDURES

- When evacuating the building, use the most direct means of egress possible.
- Before you open a door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (preferably wet) under the door to prevent smoke entry. Telephone Lehman College Public Safety (ext. 7777) and report your location. If a telephone is not available, go to the window and wave a brightly colored cloth to draw attention to you. Open the window; do not break the window. If you break the window, smoke may enter from the floor below.
- If the door is cool, open it slowly. If there is no smoke, proceed to the nearest exit. If the smoke is light, crawl low to the closest exit. If you encounter smoke along the way, choose an alternative escape route. Make sure the doors close behind you to prevent the spread of smoke.
- Once outside, proceed to the designated area, away from the building and doors. Make sure that everyone is accounted for. If occupants were unable to get out of the building, or if they cannot be found, report this to the Lehman College Public Safety Officer, who will arrive on the scene as soon as possible.

EMERGENCY EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

- If the occupant or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
- If the occupant or visitor is wheelchair bound or has other mobility impairments and is located above or below the ground floor, do not use the elevator. Prior to leaving the room contact the Lehman College Public Safety (ext. 7777) and advise of the floor