

## College of Staten Island

### Evacuation Plans

Life safety is an important part of our daily routine. During an emergency, proper action saves lives. For your safety, please familiarize yourself with these basic steps which pertain to students, faculty and staff on campus.

College buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices nor are they trained in their use due to the danger of their personal safety, which could result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and others are provided with fire standpipe systems, which are to be used by FDNY. All buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by the Department of Public Safety, Central Plant and a Central Station Monitoring Company.

If you discover a fire or see smoke, sound the building fire alarm by pulling a manual pull station. Know the location of these devices and how they operate. After you have activated the fire alarm, immediately begin an evacuation while announcing loudly, "Fire" as you evacuate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a spreading fire. Contact the Department of Public Safety at 2 1 1 1 or 7 1 8 - 9 8 2 - 2 1 1 1 to report the emergency, once you have exited the building.

1. Upon the activation of a building fire alarm signal, which is a Horn and/or Strobe or verbal command to evacuate, immediately begin evacuation. Close the doors behind you. Use the nearest safe exit, but DO NOT use elevators. Egress routes for your building are identified on the building maps, located in the elevator lobbies.

**Full evacuation of any College of Staten Island buildings is required upon the activation of its fire alarm system or an announcement of "FIRE".**

Once you have evacuated the building, re-entry is permitted only after approval from the appropriate emergency responder. (Department of Public Safety, Department of Environmental Health and Safety, or FDNY).

2. Leave the building and assemble in the assembly area for your building and where you will not hinder the approaching firefighters and apparatus. The assembly areas for each building is listed

below:

1A: Great Lawn

2A: Great Lawn

3A: Great Lawn

1N: Across the sidewalk towards 1C

2N: Across the sidewalk towards 1C

3N: Across the sidewalk towards 1C

4N: Across the sidewalk towards 1C

5N: Across the sidewalk towards 1C

1S: Across the sidewalk towards 1L

2S: Across the sidewalk towards 1L

3S: Across the sidewalk towards 1L

4S: Across the sidewalk towards 1L

5S: Across the sidewalk towards 1L

6S: Across the sidewalk towards 1L

1P: Area near the rear by the east fountain

1C: Across the sidewalk towards 1N and 2N

1L: Across the sidewalk towards 1S and 2S

1M: Across the parking lot (near 2M)

2M: Across the parking lot (near 1M)

Dolphin Cove North and South: area across the street near athletic fields

Move away from the building's exits as soon as possible to allow others to be able to exit and for emergency personnel to enter. Upon arrival at the assembly area, evacuees should meet with others from their area to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders .

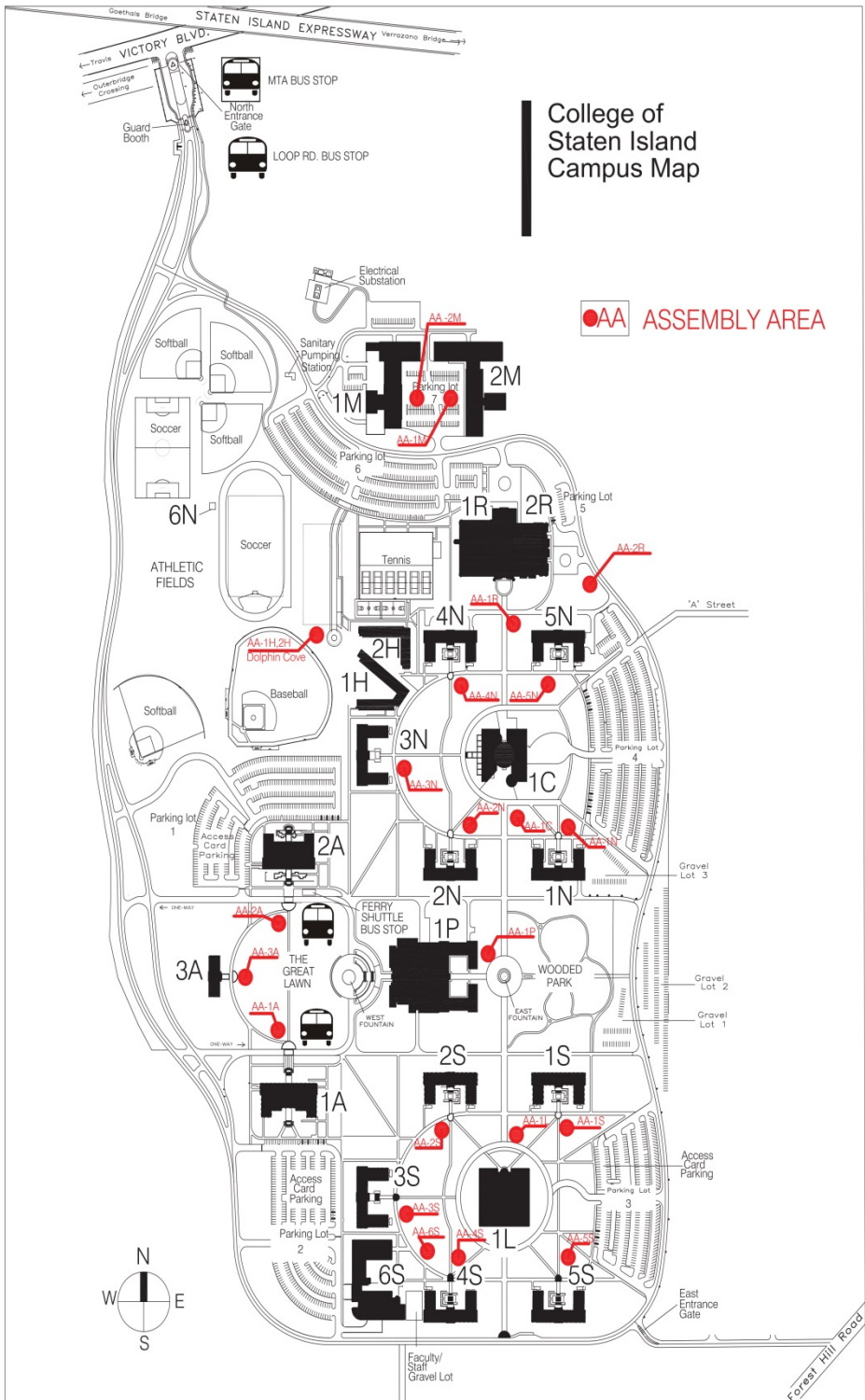
(Department of Public Safety, Department of Environmental Health and Safety or FDNY)

3. Upon exiting, refrain from smoking or starting vehicles in the area. These actions may pose a threat if the incident involves a gas leak or a hazardous chemical incident.
4. If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of

refuge.

5. Know the location of all exits from your building.
6. If unable to leave your room or office due to heat or heavy smoke in the hallway, or due to a disability, contact the Department of Public Safety at x2111 or (718) 982-2111 and give your exact location so the firefighters can be directed to you.
7. During an emergency event, the Department of Public Safety, FDNY and NYPD will be responsible for rescue and emergency medical aid.
8. Evacuation Wardens are building occupants who have been trained and assigned to assist occupants during an evacuation. Occupants should be aware of who the evacuation wardens are on their floor. During an emergency evacuation, wardens will be designated with a red hat which are labeled "Evacuation Warden."
9. Types of Evacuation- A wide variety of emergencies both man-made and natural, may require a workplace to be evacuate and evacuations may vary. These emergencies include - fires, gas leaks, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances and workplace violence. Full evacuation, as stated above is expected unless otherwise informed by emergency personnel or the evacuation warden.
  - Full evacuation- all occupants shall evacuate and report the assembly area
  - Partial evacuation – only occupants of certain areas need to be evacuated and shall report to the assembly area
  - In-building relocation- occupants of certain areas will be instructed to report to another section within their building
10. If you have any questions regarding this emergency plan, please contact your Supervisor. If you require additional information, feel free to contact the Department of Public Safety at (718) 982-2116 or the Department of Environmental Health and Safety at (718) 982-4300. Students who may require special assistance during an evacuation due to a disability are asked to contact The Center for Student Accessibility at (718) 982-2510 or [csa@csi.cuny.edu](mailto:csa@csi.cuny.edu) at the start of each semester. Staff or faculty members who may require special assistance are asked to contact Human Resources at (718) 982-2672 or [humanresources@csi.cuny.edu](mailto:humanresources@csi.cuny.edu) and the Department of Public Safety at (718) 982-2116.

For an accessible copy of the Evacuation Map, Contact the Department of Environmental Health and Safety, 1M Room 107 or the Department of Public Safety, 2A Room 108



**The assembly areas for each building:**

- 1A: Great Lawn
- 2A: Great Lawn
- 3A: Great Lawn
- 1N: Across the sidewalk towards 1C
- 2N: Across the sidewalk towards 1C
- 3N: Across the sidewalk towards 1C
- 4N: Across the sidewalk towards 1C
- 5N: Across the sidewalk towards 1C
- 1S: Across the sidewalk towards 1L
- 2S: Across the sidewalk towards 1L
- 3S: Across the sidewalk towards 1L
- 4S: Across the sidewalk towards 1L
- 5S: Across the sidewalk towards 1L
- 6S: Across the sidewalk towards 1L
- 1P: Area near the rear by the east fountain
- 1C: Across the sidewalk towards 1N and 2N
- 1L: Across the sidewalk towards 1S and 2S
- 1M: Across the parking lot (near 2M)
- 2M: Across the parking lot (near 1M)
- Dolphin Cove North and South: area across the street near athletic fields