

MERCY COLLEGE

FIRE SAFETY PROTOCOLS



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Introduction to Mercy College's Fire Safety Protocols

Mercy College has a comprehensive set of fire safety protocols designed specifically for each of the three main campuses (Dobbs Ferry, Bronx, and Manhattan) as well as the administrative campus in Tarrytown. Specific plans can be found on the Mercy College Campus Safety webpage ([here](#)) under the individual campus Emergency Response Plan (ERP) tabs. These plans describe specific actions and evacuation routes to be taken in the event of a life-threatening event such as a fire and are included as supplementary materials in the body of this document. In addition:

- The Dobbs Ferry Campus is subject to annual inspection by New York State Fire Prevention and Control. This thorough inspection takes place over the course of three days in the fall of each year.
- The Residence Halls in Dobbs Ferry are subject to two evacuation drills (one during the day and one during the evening hours) each term as part of a Department of Education requirement. Drills are recorded and logged as they occur. This requirement also extends to Dorm 34 in Manhattan.
- The Department of Campus Safety maintains a publicly available fire log at each of the three campuses that details the times and dates of any fire related incident involving an open flame. Any such incidents are required to be reported to New York State within 24 hours.
- Fire statistics are published on an annual basis as part of the College's Annual Security and Fire Safety Report ([here](#)) as part of a continuing Department of Education requirement.
- Fire Drills and exercises at the Bronx and Manhattan Campuses are the responsibility of the landlord and follow established Fire Department New York (FDNY) requirements.

PLAN AHEAD: KNOW AND CARE!

KNOW the location of:

- Fire alarm pull stations,
- Fire extinguishers,
- Your primary route of escape, and
- The number of doors to the nearest exit. In a fire, smoke can make it hard to see. Find the nearest exit in the opposite direction as well; you'll use it if fire keeps you away from your primary exit.

CARE

Contain – Close all doors to confine smoke and fire

Alarm – Activate the nearest fire alarm pull station

Rescue – remove anyone from immediate danger

Extinguish/Evacuate-If the fire is small and you have

been trained in fire extinguisher use, you may

attempt to extinguish the fire. Otherwise follow

your evacuation plan and proceed to the nearest

exit and designated assembly area OUTSIDE

THE BUILDING

If your clothing catches on fire - **DO NOT RUN!** Immediately...

1. STOP

2. DROP

3. ROLL

TAKE ALL FIRE ALARMS SERIOUSLY.

The signal to evacuate a building for an actual fire or a fire drill is an audible tone on the building's fire system. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or safety personnel.

False alarms are dangerous and a serious criminal offense. Violators may be prosecuted and will also face College sanctions!

KNOW WHEN TO EVACUATE

GENERAL PROCEDURE FOR EVACUATION

RESIDENCE HALL

Follow the steps below when a fire alarm sounds:

- If you hear/see an alarm, don't investigate. Leave your room and close the door.
- If you see a fire or encounter a significant smoke condition, pull the nearest fire alarm box.
- Once the fire alarm has sounded, the Residence Director (RD) and Resident Assistant (RA) will ensure all residents are evacuating the building, and if possible, closing all doors and windows while exiting. Take your keys with you.
- Assist any individuals requiring help in evacuating the building.
- Once a fire alarm has sounded, the building will be evacuated following standard evacuation procedures. All residents should report to the designated assembly area.
- DON'T PANIC, EXIT CALMLY.
- DO NOT USE THE ELEVATORS.
- DO NOT RETURN to the building until instructed to do so by Campus Safety.
- If you are a person with a disability who cannot exit the building, go to the nearest Exit marked stairwell. Call Campus Safety (914-674-9999). Advise of your location. If you cannot exit to a stairwell, stay in place, close the door, and inform Campus Safety of your location. Campus Safety will conduct a sweep, and either assist you out of the building or advise the Fire Department.

- **IF YOU CANNOT EXIT** *(because of fire or smoke in the corridor, or any other condition):*
 - Remain Calm and close the door.
 - If you become trapped in a building during a fire and a window is accessible, place an article of clothing (shirt, coat, etc.) outside of the window as a marker for rescue crews.
 - If there is no window, stay near the floor where the air is cleaner and less toxic.
 - If smoke comes in under the door, stuff the opening with articles of clothing, bedding, etc.
 - Open the window slightly at the top and bottom but close the window if smoke comes in.
 - Do not break the windows. Shout at intervals to alert emergency crews of your location.

OTHER BUILDING

- Evacuate calmly and quickly when the fire alarm sounds or when directed by College faculty or staff. Failure to evacuate is a dangerous and a serious violation of College policy.
- Unless there is an immediate threat, quickly gather your coat, purse, keys or other personal belongings and take them with you.
- Close all doors and windows behind you while exiting (if possible).
- If smoke is present - stay low. The best quality air is closest to the floor.
- Vacate the building from the nearest safe exit and notify others to do the same.
- Assist individuals with disabilities, or other persons who may need assistance in exiting the building. If individuals are unable to use the stairs and you cannot assist them, escort them to the nearest stairwell and notify Campus Safety Officers or other emergency response personnel on the scene.
- Once outside the building, proceed to the designated assembly area (at least 1,000 feet away from the building) as noted on the evacuation maps for each area.
- Keep building access, streets and sidewalks clear for responding emergency personnel.

- Do not return to the building until you are instructed to do so by a College administrator or a Campus Safety Officer.
- NEVER use the elevators in a building evacuation. Use the stairs and proceed calmly and safely.
- If you are a person with a disability who cannot use the stairs to exit the building, go to the nearest Exit marked stairwell. When you arrive, call the Department of Campus Safety (914-674-9999) and inform them of your building, location, and floor. If you cannot exit to a stairwell, stay in place, close the door, and inform Campus Safety of your location. Campus Safety will conduct a sweep, and either assist you out of the building or advise the Fire Department of your location for extraction

CAMPUS

- In the event of a campus evacuation, leave the campus immediately and relocate as directed.
- If leaving the campus by vehicle, follow traffic patterns as directed by Campus Safety Officers and/or the local Police.
- If you are disabled and cannot evacuate without assistance, proceed to the nearest stairwell or exit and remain there until help arrives. Notify authorities of the location of any disabled persons as soon as possible.
- Upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, an emergency message will be electronically broadcast via the **MERCY ALERT** system.
- Electronic messages providing information or direction may also be sent by phone, E- mail, TTY phone, or MS.

Bronx Campus Assembly Areas (List and Map)

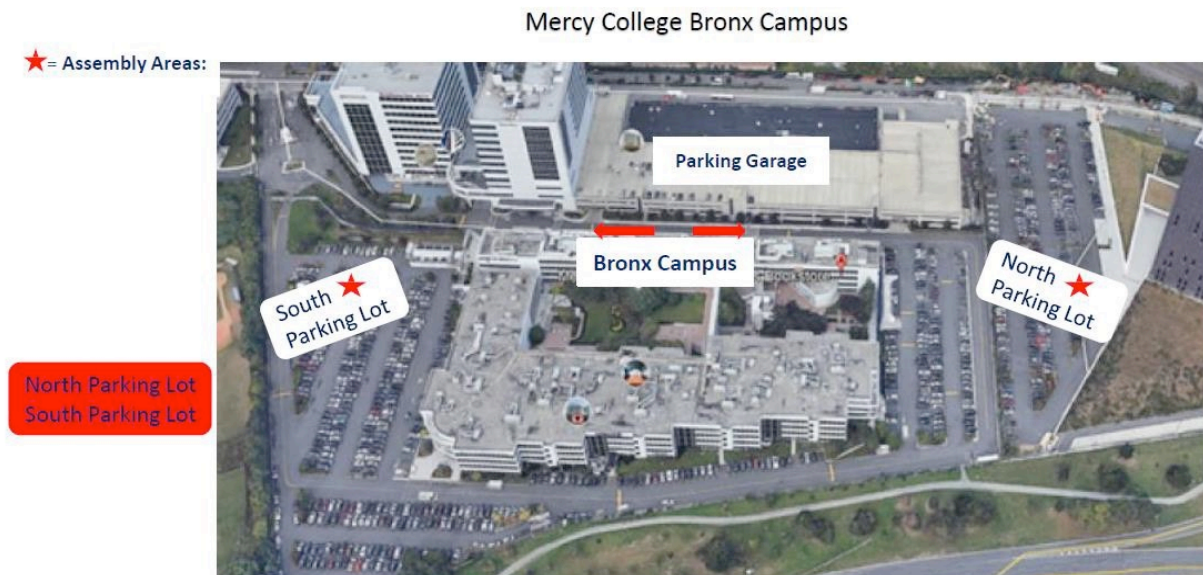
In the event of a building evacuation on the Bronx campus, pre-designated assembly areas have been established. Be familiar with all emergency exits and stairwells and follow all posted evacuation instructions. Upon evacuating a building, proceed as quickly as possible to the following assembly areas, unless otherwise directed. The general rule is to keep a minimum of 1,000 feet from affected buildings and stay clear of roadways, walkways and other paths in and out of the evacuation zone to allow for emergency vehicle response and operations.

***These are initial locations and subject to change dependent upon conditions.
Follow all directions of on-site Campus Safety personnel and emergency responders.***

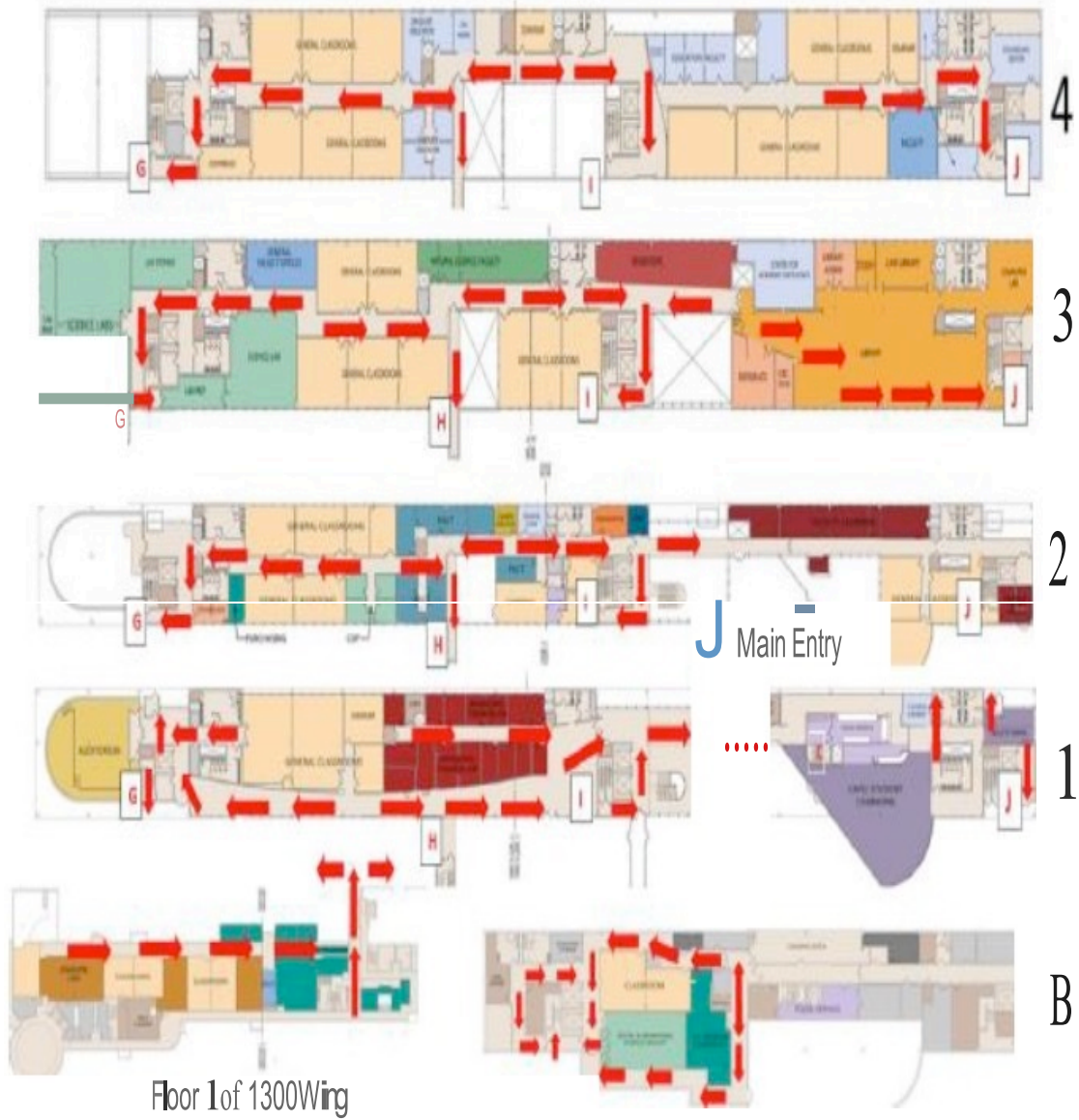
Assembly Areas:

North Lot (Move as far away from the building as possible)

South Lot (Move as far away from the building as possible)



Mercy College – Bronx Campus



Dobbs Ferry Assembly Areas:

In the event of a building evacuation on the Dobbs Ferry campus, pre-designated assembly areas have been established. Be familiar with all emergency exits and stairwells and follow all posted evacuation instructions. Upon evacuating a building, proceed as quickly as possible to the following assembly areas, unless otherwise directed. The general rule is to keep a minimum of 1,000 feet from affected buildings and stay clear of roadways, walkways and other paths in and out of the evacuation zone to allow for emergency vehicle response and operations.

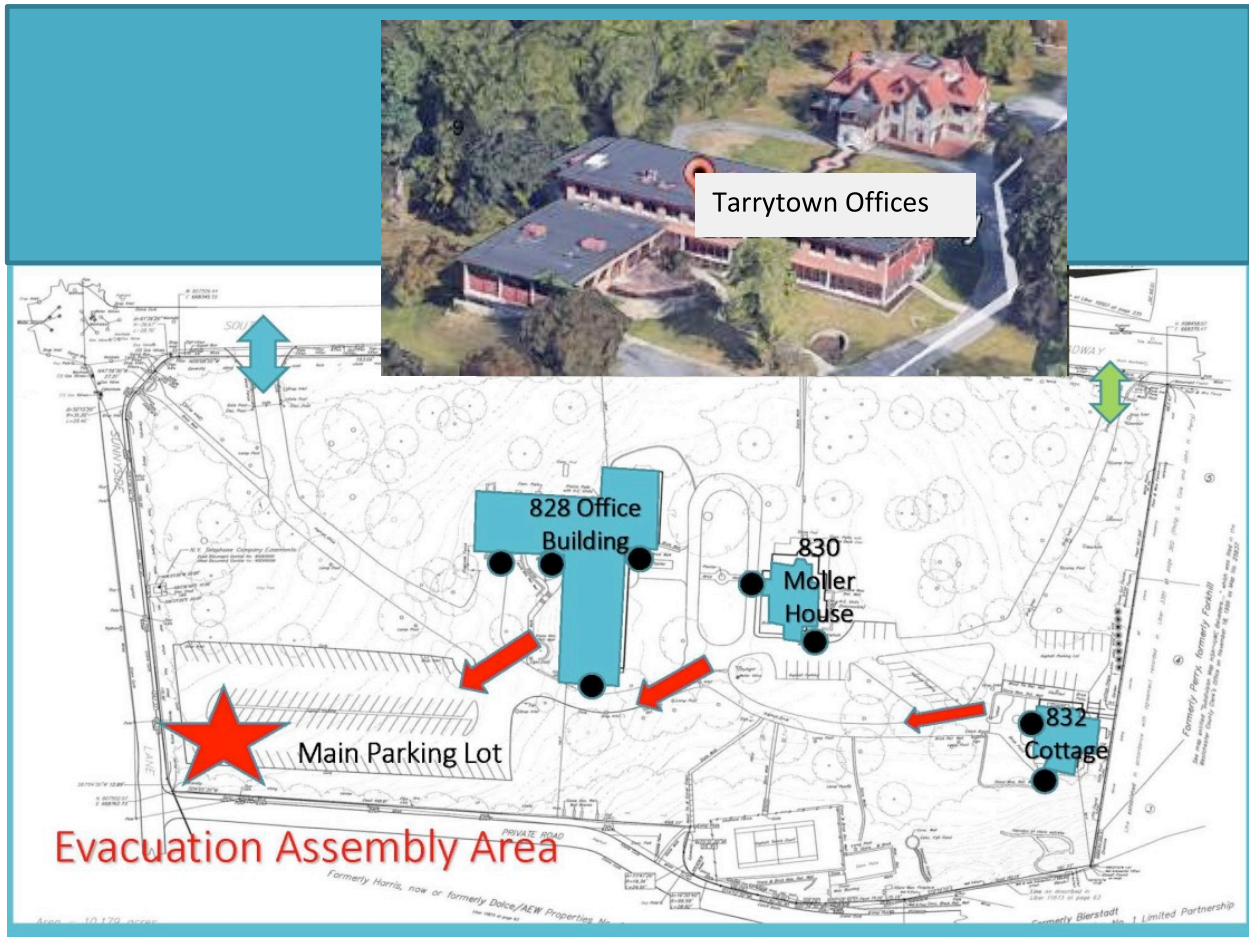
These are initial locations and subject to change dependent upon conditions. Follow all directions of on-site Campus Safety personnel and emergency responders.

Assembly Areas:

- | | |
|---|---|
| FOUNDERS/HUDSON HALL
MERCY HALL
VICTORY HALL | Zone 2 –East of the Gatehouse (Irvington Lawn Area) |
| MAIN HALL
MAHONEYHALL
VERRAZZANO HALL
MAHER HALL | Zone 1 –Basketball Courts Parking Area |







Manhattan Campus Assembly Areas (List and Map)

In the event of a building evacuation on the Manhattan campus, pre-designated assembly areas have been established. Be familiar with all emergency exits and stairwells and follow all posted evacuation instructions. Upon evacuating a building, proceed as quickly as possible to the following assembly areas, unless otherwise directed. The general rule is to keep a minimum of 1,000 feet from affected buildings and stay clear of roadways, walkways and other paths in and out of the evacuation zone to allow for emergency vehicle response and operations.

These are initial locations and subject to change dependent upon conditions.

Follow all directions of on-site Campus Safety personnel and emergency responders.

Assembly Area

Greeley Park – Broadway and 33rd Street

★ = Assembly Areas:
Greeley Square

Manhattan Campus
Evacuation Route
Stairwell /Exit Location
A. Exits at 34th Street
B. Exits at 35th Street
C. Exits at Main Entrance
Lobby







APPENDICES:**A. TIMELY WARNING NOTICES:**

A timely warning notice, which is distributed as a “Campus Safety Alert” is considered for all Clery Act crimes that are (1). Reported to a Campus Safety Authority or local Police, and (2). Determined by the institution to represent a serious or continuing threat to students and employees.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Executive Director of Campus Safety, or designee, considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a timely warning notice if there is a possible risk of compromising law enforcement efforts. However, if a crime occurs that would pose a serious or continuing threat to the Mercy College community, a Campus Safety Alert would be distributed to the campus community.

B. EMERGENCY (IMMEDIATE) NOTIFICATION:

Mercy College will immediately distribute emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or staff. Examples of emergencies that would warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a university-owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, or a significant hazardous materials release.

C. MERCY-ALERT:

Mercy College mass notification system in the event of an emergency.

Go to <https://mercy.regroup.com> to register or make changes to your profile. At the log in page, please use the current email and password you use to login into Mercy Connect. From the profile page, you can add/modify/delete the way you are notified. Email Preferences: You can add or remove an email address. You will not be able to remove your Mercy issued email. You can add or remove as many phone numbers as you like. Select what phone type it is (Work,

Home, Cell, Other) and how you would like to be notified, by voice calls and/or text. Click “save” when updating

THE MAVERICKS SAFE APP:

Quick access to emergency phone numbers, how to respond to various emergencies, how to file an online report with Campus Safety, “Friend Walk,” and a self-screening health assessment feature. *Access the app store on your smartphone and navigate or search for Mavericks Safe.*

CONTACT: Police/Fire Departments at x911 or 911 (cell)





Mercy College Residence Assistants (RA) attend Fire Safety Training