

TO: Hunter College Brookdale Residence Hall Residents

FROM: Luis Roldan, Director of Residence Life

DATE: March 14, 2014 (Updated as of 6/29/2015)

SUBJECT: CUNY Hunter College Brookdale Campus Fire Safety Information

Dear Brookdale Residents,

On July 25, 2103, Governor Andrew M. Cuomo signed the “Kerry Rose Fire Sprinkler Notification Act” in order to educate college students about fire prevention and safety after the tragic fire at an off-campus housing unit at Marist College. Kerry Rose Fitzsimons was a student at Marist College who lost her life, along with two others, during this tragic event on January 2012.

Hunter College is committed to providing a healthy, safe, educational and working environment for our students, faculty, and staff. Here at the Hunter College Brookdale Residence Hall we care about the safety of our residents, and in accordance with Bill No. S04180B we are providing the description of our fire system, protocols and information on how to access the facility’s fire safety report.

Bill No. S04180B¹ (Previously known as Bill No. A05715-A) reads as follows:

AN ACT to amend the education law, in relation to requiring colleges to notify students whether dormitories are equipped with sprinkler systems

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. The education law is amended by adding a new section 6438 to read as follows:

S 6438. NOTIFICATION OF FIRE SAFETY STANDARDS AND MEASURES IN ALL COLLEGE-OWNED OR COLLEGE-OPERATED HOUSING. EACH COLLEGE SHALL PROVIDE WRITTEN NOTIFICATION TO STUDENTS RESIDING IN COLLEGE-OWNED OR COLLEGE-OPERATED HOUSING WITH REGARD TO A DESCRIPTION OF SUCH HOUSING FACILITY'S FIRE SAFETY SYSTEM, INCLUDING WHETHER THE HOUSING IS OR IS NOT EQUIPPED WITH A SPRINKLER SYSTEM. EACH COLLEGE SHALL ALSO INDICATE, WITHIN SUCH WRITTEN NOTIFICATION, HOW TO ACCESS THE CAMPUS FIRE SAFETY REPORT ON STUDENT HOUSING AS REQUIRED UNDER TITLE 20 OF THE U.S. CODE SECTION 1092(I). FOR THE PURPOSES OF THIS SECTION, "SPRINKLER SYSTEM" SHALL HAVE THE SAME MEANING AS IN SECTION ONE HUNDRED FIFTY-FIVE-A OF THE EXECUTIVE LAW.

S 2. This act shall take effect immediately.

¹ http://assembly.state.ny.us/leg/?default_fld&bn=S04180&Summary=Y&Actions=Y&Text=Y&Votes=Y

The below fire safety standards and information are for the following location:

Brookdale Campus
CUNY Hunter College
425 East 25th Street
New York, NY 10010

FIRE SAFETY SYSTEM

All three buildings (West, North, and East) at the Brookdale Campus are equipped with a: **Class E Fire Safety system**².

The *Class E Fire Safety system* is inspected semiannually by a licensed fire safety company. In accordance with the New York City Fire Code³ the fire alarm system is monitored 24/7 off campus by a Central Monitoring Station as well as the Hunter College Public Safety Office on campus. The New York City Fire Department is notified immediately upon receiving an alarm signal.

FIRE SAFETY DEVICES

1. **Fire Alarm Pull Box:** There are red Fire Alarm Pull Station boxes on every floor located near the exit signs. Printed on these pull stations is “Pull Here In Case Of Fire”. Once activated an alarm is automatically sent to both the Central Monitoring Station and the Public Safety Fire Panel.
2. **Smoke Detectors:** Smoke detectors are located in every resident room. The presence of smoke will send an alarm to the Central Monitoring Station and the Public Safety Fire Panel.
3. **PA Announcement System:** This system allows the Fire Safety Team to make audio announcements throughout the building. Students will be instructed on emergency procedures and evacuations⁴.
4. **Fire Warden Station/Phone Box:** Fire Warden Phones are located on every floor throughout the buildings. The phones allow the assigned fire warden or Public Safety staff to communicate with the assigned Fire Safety Director at the Fire Panel.
5. **Fire Safety Panel:** The panel is activated and an alarm is sent to notify the Fire Safety Director on duty. The panel sends the location of the incident and type of alarm that has been activated.

FIRE PREVENTION AND PROTECTION DEVICES

1. **Sprinkler System:** A sprinkler head is located in every resident room. When heat is generated from a fire, the sprinkler is designed to automatically go off-- extinguishing the fire or preventing the spread of fire.
2. **Fire Drills:** In accordance with New York City Fire Codes and Laws, the Brookdale Campus is required to conduct semi-annual fire drills. All students, faculty and staff must participate. Instructions and details of the Hunter College Fire Safety Plan⁵ will be given by the Fire Safety Director. During a fire alarm, Fire Wardens, Fire Searchers and Public Safety Officers have been directed to communicate the number, the location, and status of all physically challenged

² www.nyc.gov/html/dob/downloads/pdf/11_0573.pdf

³ www.nyc.gov/html/fdny/pdf/firecode/2009/fire_code_1126_2008_amended_1137_41_64_2009_final_complete.pdf

⁴ www.hunter.cuny.edu/publicsafety/fire-safety/building-evacuation-procedures

⁵ <http://catalog.hunter.cuny.edu/content.php?catoid=3&navoid=114>

individuals via Fire Warden Phones to the Fire Command Station. The Fire Safety Director will notify members of the New York City Department regarding the status of all physically challenged individuals in the building as soon as the Fire Department arrives on campus.

3. **Fire Extinguishers:** There are portable Fire Extinguishers on every floor of the campus. These are inspected monthly.
4. **Fire Safety Director:** A trained and licensed Fire Safety Director is on duty 24/7.
5. **Emergency Generator:** The Brookdale Campus is equipped with a generator that will light the building in the event of an emergency that causes blackouts or electrical outages.

INSTRUCTIONS FOR EVACUATION

1. Evacuate your area.
2. Close, but do not lock the doors behind you.
3. Follow instructions transmitted over the PA Announcement System.
4. Proceed to evacuate the building through designated exit areas.
5. Before entering a stairwell touch the door with the palm of your hand. If the door feels warm or hot do not enter the stairwell. Proceed to the next stairwell.
6. When leaving the building keep your head turned to the center of the stairway.
7. Walk downstairs-do not run. Remain calm-do not panic.
8. Only use elevators when authorized to do so by the Fire Department.
9. When you are outside the building, move away from the entrance approximately 200ft.
10. Public Safety will notify you when the building is safe and then you may re-enter.

FIRE SAFETY TIPS

1. If you notice a fire - pull the Fire Alarm Pull Box - do not waste time calling public safety. (Once activated, the alarm goes directly to a central station and they automatically contact NYFD).
2. If a Fire Alarm Pull Box is not close to you then,
 - i. Activate one of the silver wall mounted "Talk-Alert" boxes
 - ii. Dial 212-481-4444 on your cell phone.
 - iii. Dial 911 on your cell phone.
 - iv. Fire extinguishers are located on all floors of all buildings.
3. If the fire alarm goes off, proceed to your door and with the back of your hand, check the door handle for heat.
 - i. If the door handle feels HOT, don't open it.
 - ii. If there is heavy smoke in the hallway, stay in the room and pack towels and blankets under the door to keep smoke out of your room.
 - iii. Call 4444 and notify Public Safety that you can't evacuate your room.
4. A delay in public address announcements after a fire alarm sounds is usually due to public safety's investigation of the source of the alarm in order to determine what needs to be done.
5. Do not use elevators in the event of an emergency.
6. Always know your exits and familiarize yourself with the escape routes.
7. Never re-enter a building in the event of a fire.

HUNTER COLLEGE FIRE SAFETY REPORT

The Hunter College **Daily Fire Log** can be accessed at: www.hunter.cuny.edu/publicsafety/reports

The Daily Fire Log contains information in regard to fire, smoke conditions, and sprinkler activations at all Hunter College campuses.

- You may find more detailed information, procedures, and safety details regarding Hunter College Fire Safety at: www.hunter.cuny.edu/PublicSafety or the FDNY at www.nyc.gov/fdny
- Also available is the Brookdale Fire Safety Presentation which can be accessed at: www.hunter.cuny.edu/publicsafety/fire-safety/brookdale-fire-safety-presentation

The following document is an addendum to the CUNY Hunter College Brookdale Campus Fire Safety Information and outlines the Brookdale Campus' North Building 13th Floor Smoke Detectors.

TO: Hunter College Brookdale Residence Hall Residents
FROM: Luis Roldan, Director of Residence Life
DATE: March 12, 2015 (Updated as of 6/29/2015)
SUBJECT: 13th Floor Smoke Detectors

Dear 13th Floor Resident,

Please be aware that Facility personnel will be entering every room on the 13th floor to install new battery operated smoke detectors. These smoke detectors are being installed as an upgrade to our Fire and Safety equipment and should not be tampered with or removed. If after the installation process you begin to experience any issues with the equipment, you are asked inform the Office of Residence Life immediately.

Other Class E Fire Safety system components on the 13th floor:

East Wing Hallway: 3 Smoke Detectors, 6 Sprinkler Heads,
1 Fire Alarm Pull Box, 1 Fire Extinguisher

Central Hallway: 3 Smoke Detectors, 5 Sprinkler Heads

West Wing Hallway: 3 Smoke Detectors, 6 Sprinkler Heads,
1 Fire Alarm Pull Box, 1 Fire Extinguisher

Please read the New York City Fire Code⁶ and the information provided on the CUNY Hunter College Brookdale Campus Fire Safety Information⁷ Please note that their entrance is permitted as stated under the Hunter College Brookdale Campus Occupancy Agreement⁸, whether the resident is in the room or not. Removing the battery of these smoke detectors or tampering with them in any form is in violation of NYS Law and a violation of Fire Safety codes.

If you have any questions or concerns about this project please feel free to contact our office.

⁶ www.nyc.gov/html/fdny/pdf/firecode/2009/fire_code_1126_2008_amended_1137_41_64_2009_final_complete.pdf

⁷ www.hunter.cuny.edu/livingathunter/repository/files/General%20Fire%20Safety%20Information%20Brookdale%20Campus%203-13-14.pdf

⁸ tinyurl.com/HCBrookdaleOccupancyAgreement