Emergency Procedures

LIVING WITH TERRORISM

Unfortunately for all Americans, life has forever changed after September 11, 2001. Fordham University’s priority is the safety and well being of those who live, study and work at the University, and the Office of Safety and Security works closely with and obtains information from the New York Police Department on a continuing basis. In the highly unlikely event that an act of terrorism was to occur on campus, we would obviously rely on police, fire and the Office of Emergency Management for guidance and resources. New York City has essentially been operating at the United States Department of Homeland Security national security alert level orange since 9/11/01.

Please be aware of the following safety guidelines:

- Be aware of suspicious or unusual behavior such as unanticipated deliveries, people asking directions to sensitive areas such as utility rooms or HVAC systems, or people asking questions regarding security force capabilities.

- Do not accept packages from strangers or leave personal belongings unattended. Report unusual behavior and suspicious packages to the Security Department by dialing (ext. 2222 at Rose Hill), (ext. 6076 at Lincoln Center) or (ext. 3001 at 400 Westchester Ave.) from any campus phone.

- If you receive a telephone call regarding a suspicious package or explosive device, get as much information from the caller as possible and immediately relay the information to the Security Department.

- In the event of a chemical or biological attack, follow instructions as whether to remain inside or to evacuate. In most instances, you will be instructed to remain in your residence hall, academic building or other shelter. If the appropriate response is evacuation, we will follow the our general steps for evacuation in a chemical event we may have to move to upper floors within a building.

- If evacuation from the campus becomes necessary, it will likely involve many More people outside of Fordham, and we will work closely with emergency responders to maintain safety for our students, faculty, and staff.
FIRE SAFETY AND PREVENTION

Every member of the University community has an obligation to be prepared for emergencies. It is important for all resident students to familiarize themselves with the location and use of fire extinguishers, fire alarm boxes, emergency exit routes, and alternative exits. At the very moment a fire alarm sounds, the building must be evacuated in an orderly manner. Students may wish to keep a coat, a pair of shoes, and a flashlight readily available for such emergencies.

WHAT TO DO IN CASE OF FIRE
If the combustion is confined to a wastebasket or trash can, you should use a fire extinguisher located in a student suite or a corridor. Follow the instructions found on the outside of the extinguisher.

If the fire is not limited to such a container, sound the alarm and call (Rose Hill Security at ext. 2222), (Lincoln Center at ext. 6076), (400 Westchester Ave at ext.3001)

Off-campus residents should call both the Fire Department at 911 and the Security Department at 718 817 2222.

Students should then proceed to leave the building while alerting all the people in the immediate area of the danger.

If there is sufficient time and human life (including one’s own) would not be endangered, one may attempt to extinguish the fire with whatever equipment is available.

FIRE EXTINGUISHERS
Care must be taken in operating a fire extinguisher properly. Fire extinguishers are generally operated by pulling out a locking pin, aiming the nozzle at the base of the fire, and squeezing the handle. An explanation of each extinguisher's operating instructions is located on the nameplate of the extinguisher. Note that there are two types of extinguishers available in the residence halls: (1) large, silver-colored Type A for trash and paper fires only and (2) smaller, red Type ABC for grease, electrical, chemical, and trash fires.

When a fire extinguisher is discharged, even partially, do not return it to its place. Report the matter to the Office of Facilities Operations at ext. 4848 and your residence hall staff. The unit will be recharged and returned.
FIRE DRILLS
A fire drill is an exercise in discipline that requires a prompt, complete, controlled, and orderly response. New York State law requires a minimum number of fire drills for University buildings each academic year. The time and date of the first fire drill will be announced. This trial run introduces residents to their building’s evacuation procedures. At the sound of the alarm, it should be assumed that an emergency exists and the signal should not be taken as a sign of a practice drill or false alarm. If the alarm stops ringing after having already sounded, students should continue to evacuate. No one is permitted to remain in the residence hall during a fire drill. Failure to evacuate the building will result in a $25 fine and possible further judicial action.

FIRE ALARM TESTS
The Office of Safety and Security tests each residence hall fire alarm system daily. During the daily tests, the alarm rings once and students are not required to evacuate. The Office of Facilities Operations also tests the fire alarm systems on a monthly basis and students are not required to evacuate. Students are notified in advance of all testing.

PREVENTION

- Housekeeping efforts are most important in the prevention of fires.

- Do not allow ordinary combustibles to accumulate in any area. Students shall remove old papers, rags, wood, and packing materials as soon as they are finished with them.

- Students should remove garbage from rooms, apartments, and suites on a daily basis.

- Keep all corridors and fire doors free of debris, furniture, bicycles, and other obstructions at all times.

- Residents should refrain from resting or sleeping in hallways or other areas not intended for this purpose.

- Flammable liquids such as gasoline and paint thinner are not permitted in the residence halls.

- Candles, kerosene lamps, space heaters, and incense are proven fire hazards and are therefore also prohibited.
GENERAL STEPS FOR EVACUATION

Evacuate Immediately.
When the fire alarm goes off, all Fordham students must evacuate unless previously notified the alarm is being tested. You will not know if someone has pulled a false alarm or if it’s a real emergency. Do not take chances on it being a false alarm. If you fail to evacuate, you will face judicial action.

Things to do.

- Feel the door. If it’s hot (or if there’s too much smoke in the hallway to evacuate) put a wet towel or blanket at the bottom of the door and wait.

- Open or break the window to attract the attention of firefighters and admit fresh air. Stay close to the floor and wrap a wet towel around your head to avoid smoke inhalation.

- If you evacuate, grab a coat and shoes to wear, close the windows and lock the door behind you.

- As you exit via the nearest exit/stairwell, knock on doors as you leave to alert neighbors.

- Never use the elevator in a fire or drill.

- Exit the hall and gather with other Residents where your RA, RD, or Security instructs you to go.

- Every time the alarm goes off (unless there’s a real fire), residence hall staffs are required to check every room, so there may be a wait to re-enter the hall.
**Stop the false alarms.**
False alarm pulls make the hall less sensitive to real alarms, interrupt sleep, work, and study for hundreds of people. For some reason, some among us continue to pull them. If you know this is happening, please alert your RA or RD. If not, at least take some responsibility and speak to the person who pulled the alarm yourself about what he or she is doing before someone gets hurt.

**Be careful.**
If you are throwing away cigarettes, extinguish them in water or in a receptacle designed for butts. Toasters, toaster ovens, candles, incense, halogen lamps, and electric appliances with open heating elements are not allowed for a reason. Keep these fire hazards out of your room. How are you going to explain it if one of them burns down the hall?

**Questions?**
Speak to your Resident Assistant or Resident Director. Or you can call the Office of Residential Life at ext. 3080 at Rose Hill or ext. 6250 at Lincoln Center.
GENERAL EVACUATION INFORMATION FOR RESIDENCE HALLS

Each residence hall’s evacuation plan is updated on an annual basis. Building exits are listed below. All residents must be familiar with their primary assigned exit and alternate exit. They must also be prepared to ensure the safety and cooperation of their guests by directing them to the proper exits. Security, your residence hall staff, and the New York City Fire Department will observe exit procedures. Persons failing or refusing to participate will be removed as necessary and will be subject to fines and/or other judicial action.

Alumni Court, North and South: Students should use the stairwell closest to their rooms and assemble in front of Queen’s Court.

Queen’s Court Residential College: Exit via the nearest stairwell. It is preferable, if safety and time permits, to exit through doors facing the courtyard. Assemble in the courtyard area closest to Collins Hall. If students exit the building through doors facing Martyrs’ Court or Alumni Court, proceed from the building to the Collins Hall side of the courtyard.

Hughes Hall: Students should use the stairwell closest to their rooms and exit through the main entrance doors in the lobby, assembling on the lawn near the Administration building.

Finlay Hall: Use the stairwell closest to your room. Exit through the doors in the lobby and assemble across from the main entrance inside the garden. Basement residents must evacuate through the rear door onto the terrace and proceed to the garden opposite the main entrance.

Martyrs’ Court: Students should use the stairwell closest to their rooms and exit through one of the main entrance doors onto Martyr’s Lawn.

Tierney Hall Residential College: Students should use the stairwell closest to their rooms and exit through the main entrance doors in the lobby, assembling on the front lawn at Spellman Hall.

Walsh Hall: Using the stairwell closest to their apartments, students should descend to the lobby and basement. Go out the main doors to the sidewalk across from 191st Street. Do not use the elevators.

O’Hare Hall Residential College: Use the stairwell closest to your room. Assemble on the lawn in front of Spellman Hall.
Belmont Community Housing (Off-Campus): Exit by the nearest door (either front or back door). Assemble directly opposite the front of the house.