



Subject: **FIRE INCIDENT PROTOCOL**

Policy No. 130

APPLICATION

All New York University academic, commercial and residential facilities.

PURPOSE

To increase awareness in all University personnel of the procedures to be followed in the event of a fire.

POLICY AND GENERAL INFORMATION

1.0 Fire Protocol

1.1 Fire Alarm Policy

1.1.1 It is the policy of the University that upon discovery of smoke or fire, the fire alarm is to be pulled. Because of the potential for underestimating the seriousness of a fire condition, there are no exceptions to this policy.

1.1.2 When the building fire alarm sounds, every University employee is expected to evacuate. There is no code to indicate if an alarm signifies a drill or a real fire; therefore, every alarm must be treated as a potentially serious fire.

1.2 General Emergency Instructions for Suspicion or Discovery of Fire

Do not attempt to fight a fire alone. Portable fire extinguishers are only effective on small fires (i.e., waste basket fires) and can be dangerous when used incorrectly.

1.2.1 Pull the Nearest Fire Alarm

Follow the instructions printed on the pull station.

1.2.2 Call the Protection Department

The Protection Department can be reached at extension 82222. Protection personnel must be notified of the location of the fire or smoke condition, including the building, floor and room number, and the name and extension of the individual reporting the incident.

1.2.3 Evacuate

Once the Protection Department has been notified of the smoke or fire condition, exit the building. **DO NOT USE ELEVATORS.**

ISSUE DATE	REPLACES	ORIGINATOR
1/02	11/95	ENVIRONMENTAL SERVICES

Subject: **SAFETY POLICY TITLE**

Policy No. XXX