



International House

International House Action Plan for Fire

Purpose

The purpose of the Fire Safety Evacuation Plan is to identify the actions that should be taken by the occupants in the event of a fire or similar emergency. The Plan shall ensure the safety of the building occupants through fire prevention and evacuation. The Fire Safety Evacuation Plan outlines individual responsibilities in the event of a fire and the procedures to be followed in response to a fire.

Scope

This document is applicable to all persons on International House property. The plan includes staff, Resident Members, guests, visitors, and contractors.

General building information

1. South Building (International House South)

ADDRESS: 155 Claremont Avenue/500 Riverside Drive

Building Information:

- Year of Construction: 1924
- Type of Construction: Non-Combustible
- Number of Floors: 16 - above ground 13; below ground 3
- Fire Alarm: Yes
- Public Address System: No
- Means of Egress: Enclosed Interior Fire Stairs, Fire Escapes, and Emergency Exits

Number, type and location of Fire Stairs and Fire Towers:

- Fire Stairs A, located on the West side, 13th to 1st floors
- Fire Stairs B, located in the Center, 10th to 4th floors
- Fire Stairs C, located on the East side, 13th to 1st floors
- Fire Stairs D, connects C floor with B floor
- Fire Stairs E, connects B floor with A floor (recycling area)
- Fire Escape 1, located on the East side, 13th to 9th floors
- Fire Escape 2, located on the East side, 6th floor to B level

- Fire Escape 3, located on the East side, B to A levels
- Fire Escape 4, located on the West side, 6th to 1st floors

Number, type and location of Horizontal Exits or other Areas of Refuge:

- 9th floor terrace, East and West
- 3rd floor roof, South side
- 1st floor, front door, 500 Riverside Drive
- 1st floor, Main Lounge main emergency door and doors in hallways adjacent to the Dodge and Soros Rooms
- A-Level, 155 Claremont Avenue

Number, type, location, and operation of elevators:

Number of elevators: 5

- Elevator cars (1) and (2) located at the West side of building (mechanical room located on the 12th floor west of building)
- Elevator cars 3 and 4 located at the East side of building (mechanical room located on the 12th floor East side of building)
- Elevator car 5 located by the delivery entrance serves A, B, C, 1st floor and Davis Hall Pantry only (mechanical room located on A level, east side)

Sprinkler System: Yes

Sprinkler System Coverage: Partial

Level A: Garbage Pit, Boiler Room, and Recycling Area

Level B: Resident Storage Room, Music Practice Rooms, and Bike Room.

Level C: Programs Office, Admissions Office, Riverside Reception Desk, Dining Room and First Floor East side.

Davis Hall

Location of risers (the vertical portion of the system piping that delivers the water supply for hose connections, and sprinklers on stand-alone as well as combined systems, vertically from floor to floor):

- One riser on the east side of the building
- One central riser covers floors 4 to 10
- One riser on the west side of the building

Gravity or pressure tank locations and capacity:

- Gravity tank located on the 13th floor east
5,000 gallons
- Pressure tank located in the boiler room
3,500 gallons

Fire department connection location:

- **East side** - One Fire Department connection for sprinkler and one for standpipe.
- **West side** - One Fire Department connection for sprinkler and one for standpipe.

Special Fire Extinguishing System: Dining Services – Ansul/system

Average number of persons normally in the building: 700

Service equipment: Electrical

- **Primary:** located in the A level meter room
- **Auxiliary:** located in the B floor boiler room mezzanine

Lighting

- Normal
- Emergency: in compliance with NYC local law 16/84

Heating

- **Location of the heating unit:** A level boiler room
- **Type:** 3 steam boilers and 2 hot water boilers
- **Fuel:** All units on gas

Ventilation with fixed windows, emergency heat & smoke exhausting: N/A

Air conditioning System: Yes (partial)

Main storage disposal: Located on A level

Firefighting equipment and appliances other than standpipe and Sprinkler systems: ABC portable fire extinguishers throughout entire building in accordance with RCNY Chapter 15 – 02 NFPA Chapter 10

Storage and use of flammable solids, liquids and/or gases: paint shop

Places of public assembly, programmatic rooms, studios, and theatrical occupancies:

- Davis Hall
- Main Lounge
- Hall of History
- Frohlich Gymnasium
- Dining Room
- Pub
- Home Room
- Dodge Room
- HR Commons
- Map Lounge
- Study Center with Computer Lab
- Denmark Room

Special occupancies in the building:

8 Music Practice Rooms
 4 on B-Level
 4 on C-Level

North Building (International House North)

ADDRESS: 524 Riverside Drive

BUILDING INFORMATION:

- Year of Construction: 1960
- Type of Construction: Non-Combustible
- Number of Floors: 14 – above ground, 12; below ground, 2;
- Fire Alarm: Yes
- Public Address System: Yes, for Fire Department use
- Means of Egress: Enclosed Interior Fire Stairs and Emergency Exits

Number, type and location of Fire Stairs and Fire Towers

- Fire Stairs A, from Roof to G level
- Fire Stairs B, from 12th floor to 1st floor
- Fire Stairs C, from Green Terrace to G level

Number, type and location of Horizontal Exits or other Areas of Refuge:

- 12th floor, roof
- 1st floor, exit 524 Riverside Drive
- G level, East side emergency exit and Garage exit

Number, type, location, and operation of elevators:

- Elevator car 1, located in the center of the building (mechanical room located on the 13th floor)

Sprinkler System: Yes

Sprinkler System Coverage: Partial

G Level: Garage, Garbage Closets, and Utility Closets

Location of risers: One central riser

Gravity or pressure tanks location and capacity: 5,500 gallons located on the roof.

Fire Department connection location: West side, one Fire Department connection for sprinkler and one for standpipe; East side by the garage door

Special Extinguishing System: N/A

Average number of persons normally in the building: 225

Service equipment: Electrical

- Primary
- Auxiliary

Lighting: Emergency in compliance with local law 16/84

Heating

Location of the heating unit: G level

Type: 2 steam boilers and 2 hot water heaters

Fuel: Oil for boilers and gas for water heaters

Ventilation with fixed windows, emergency heat & smoke exhausting: Bathroom exhaust fans on the room

Air conditioning System: One 3 tone system in the Frohlich Fitness Center

Main storage disposal: N/A

Firefighting equipment and appliances other than standpipe and sprinkler system:

- ABC portable fire extinguishers throughout entire building in accordance with RCNY Chapter 15 – 02 NFPA Chapter 10

Storage and use of flammable solids, liquids and/or gases: N/A

Places of public assembly, programmatic rooms, studios, and theatrical occupancies: N/A

Special occupancies in the building:

- 1st level Columbia University International Students and Scholars offices
- B level Frohlich Fitness Center and former All Nations Dance Studio

Emergency Evacuation Procedures

Emergency Evacuation Procedures for Residents and Staff

As a resident member or staff of International House, you are expected to be familiar with this plan. Read it carefully. If you have any questions, please consult a representative of the Public Safety Department. Keep the following in mind as you read through this document.

- When and how to evacuate the building
- Evacuation routes, exit points, and where to report after evacuating the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits
- Proper procedures for notifying emergency responders in the event of an emergency in the building or work area
- Additional responsibilities (such as being a roll taker or floor monitor)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

International House Alarm Activation Policy

Do not sound an alarm unless there is real cause and do not fail to activate the alarm when real cause is present. No resident member, staff member, visitor, or contractor shall activate any alarm or attempt to manipulate any electrical or mechanical device for the purpose of creating a false fire alarm. However, we all have the responsibility to help ensure our own safety and the safety of others by activating an alarm and evacuating whenever we reasonably believe a fire is present.

Emergency Notification Procedures

LIFE-THREATENING EMERGENCY:

- First call **911** (external – New York Police Dept.)
- Then call **x5555** (internal – Public Safety)

BUILDING EMERGENCY:

- Call **X5555** (internal – Public Safety)

When calling, always remember to:

- Stay calm
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (Fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (Your name)
- Gather any other information that may be useful for the emergency responders (e.g., are there any injuries involved?)
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know the answers to all these questions before making the call, but quickly gather as much information as possible. Give a telephone number or safe

location where the emergency responders can call or meet you and wait for the responders at that safe location.

Fire Evacuation Procedures

- **South Building:** occupants are required by law to evacuate the building when they hear the fire alarm.
 - **Exception:** You are not required to vacate the building if you have been informed differently by the Fire Department or the House Manager on duty or if you have been informed that the fire alarms are ringing because they are being tested.
- **North Building:** occupants must follow the instructions given through the public address system.

In the event of an emergency, you should do the following:

- Pull the lever on the pull station to notify the Fire Department.
- Notify Public Safety (**x5555**) to provide details of the situation (**See Emergency Notification Procedures above**).
- If you have been trained to use a portable fire extinguisher and you are able to safely extinguish the fire, you may do so. Be sure to identify a safe exit from the area and leave if the extinguisher does not put out the fire.
- **USE STAIRS ONLY – DO NOT USE ELEVATORS**
- On your way out, warn others.
- If possible, cover your nose and mouth with a wet cloth.
- In a smoke-filled area, stay as low to the floor as possible and as close as possible to the walls.
- Touch closed doors before opening them. If they are hot, do not open them.
- Move away from fire and smoke; close all doors and windows if time permits.
- Do not re-enter the building or work area until you have been given permission to do so by the emergency responders.

Evacuating your Room During a Fire

Before leaving your room, assess if it is safe.

- From inside the room, check for smoke seepage around the door cracks.
- Feel the inside door surface with the back of your hand. If it is hot, do not open it and do the following:
 - Seal up the cracks around the door using sheets, pieces of clothing, tape or whatever is handy.
 - The door can hold back killing heat and smoke.
 - Hang a sheet out of the window to signal rescuers. Do not climb or jump.
 - Open windows slightly to let in the fresh air and let out bad air.
 - If you can safely, wet a towel. Place it over your head and face (nose and mouth) and stay low if smoke is heavy.

If it is safe to leave your room:

- Put on shoes and a jacket. It may be a while before you can return to your room.
- Take your room key.
- *Do not use elevators.* They are disabled for safety reasons during a fire.
- Vacate the building by the shortest, safest route, and gather in the assembly place at a safe distance from the building.
- Stay low if you encounter smoke while vacating the building.

- Keep roadways and building entryways clear so that emergency vehicles can get through.
- Remain outside of the building until directed to return by the fire department and Public Safety staff.

Evacuating persons with disabilities

Any building occupant with an infirmity or disability is required to notify the House Manager in advance of any special or additional needs he or she has for evacuating the premises in an emergency.

Consider your options and the risks of injuring yourself or others in an evacuation attempt – putting yourself at risk while evacuating a disabled or injured person should be a last resort and may make an emergency worse.

Evacuation can be difficult and/or uncomfortable for both the rescuer and the person being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) may complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- DO NOT evacuate a disabled person in his wheelchair. This is standard practice to ensure the safety of both the disabled person and the rescuer. The wheelchair will be evacuated later if possible.
- Always ask the disabled person how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he can best be assisted or moved, and if there are any special considerations or items that need to come with him.
- Before attempting an evacuation, the rescuer and the person being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g., bending at the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Certain lifting techniques may need to be modified depending on the person's disability.
- Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the individual is secured properly.
- Be careful on stairs and rest at landings if necessary.

Roles and Responsibilities

Public Safety, Resident & Guest Services, and the Facilities Department are responsible for coordinating the response to an activated fire alarm 24/7.

This includes:

- Coordinating the Fire Response team.
- Directing the evacuation of the buildings.
- Assisting the Fire Department.

When the fire alarm sounds, the Claremont Avenue Desk and I-House North Reception Desk will be the command posts. During the business hours each department will designate

someone to assist with the evacuation of a specific area of the building. They will notify the Claremont Desk once they have evacuated their area and will request the next assignment.

Statewide Fire Corp monitors the Fire Alarm Stations located at I-House North and I-House South. When an alarm is activated, Statewide Fire Corp automatically notifies the Fire Department, however, if a fire or smoke condition is confirmed, a 911 call should be placed as a backup.

House Manager Responsibilities

When an alarm sounds, the House Manager should do the following:

- Immediately respond to the Fire Command Station.
- From the Fire Command Post (located at Claremont Desk for South Building and 1st Floor in the North Building) \ coordinate the building efforts and response to the alarm.
- Check the fire panel for the location of the alarm.
- Dispatch a member of the Fire Team to assess the area. Send them to the floor below the fire. Inform them that they are not to use the elevator. Every precaution should be made to prevent them from endangering their life. If a member of the Fire Team is not available, the House Manager will personally check the location of the fire alarm.
- If a fire / smoke condition is confirmed, call the Fire Department (911) and press the emergency button located in the middle of the Fire Panel.
- Send a Fire Box Runner to wait for the Fire Department.
- Prepare the Fire Alarm Plan and the Emergency Keys and key cards for the Fire Department.
- Unlock and leave the Fire Command Station open.
- Assist the Fire Department in checking the Fire Panel. If necessary, use the chart that is posted near the Fire Control Panel to help locate the origin of the alarm.

The Fire Command Station in I-House South is located at A-Level behind the Claremont Desk.

The Fire Commander Station in I-House North is located at North building 1st floor lobby.

Desk Attendant Responsibilities

Once the fire alarm is activated the Claremont Desk becomes an important location. It is the responsibility of the Desk Attendant at the desk to do the following:

- When the alarm sounds immediately use the radio to notify the House Manager on duty.
- Make sure the House Manager is aware of the alarm and taking the necessary steps to investigate it. Do not assume he/she is aware of the situation until you have confirmation from the House Manager. If you have a problem reaching the House Manager, try checking the radio channel.
 - Requesting an acknowledgement from the House Manager on duty will ensure they are aware of the situation and responding accordingly.
- Instruct everyone in the immediate area to exit the building in an orderly manner.
- There will be several phone calls from inside the building in reference to the alarms. Try to keep all phone lines clear. Tell anyone calling from

inside of the building to calmly evacuate the building immediately. Keep all phone calls brief.

- Statewide Fire Corp will call to let you know the Fire Department has been dispatched. If the fire or smoke condition is confirmed, call 911 to verify that the Fire Department is on its way and press the emergency button located in the middle of the fire panel.
- The Staff Fire Team will call to let you know they have evacuated their area. Check off the areas on the list as provided to ensure all areas have been evacuated.

Staff Fire Team and Resident Fellows

When a fire alarm goes off, the Staff Fire Team and Resident Fellows should do the following:

- Begin evacuating their designated areas beginning one floor below the fire and direct people to the nearest exit.
- Instruct individuals to remain outside of the building in the assembly areas (**Sakura Park and Riverside Park**) - until the Fire Department indicates that it is okay to re-enter the building.
- Inform everyone that no unauthorized individual should be allowed to congregate in the building.
- If the Riverside entrance cannot be used for evacuation, assist in directing everyone to the fire exits at either end of the Main Lounge, and make sure the center gate to Sakura Park is open.

International House Fire Drills

A fire drill allows us to practice how International House should be evacuated during a fire or other emergency. Usually, the building's existing fire alarm system is activated and the building is evacuated as if the emergency had occurred. Generally, the time it takes to evacuate is measured to ensure that it occurs within a reasonable length of time, and problems with the emergency system or evacuation procedures are identified so they can be fixed.

Fire drills at I-House are periodically scheduled and are intended to ensure that all occupants are aware of exit locations, assembly areas and that all emergency-response personnel know their responsibilities. When a fire alarm is activated, it is mandatory that all persons evacuate the building. Practicing evacuation procedures during drills and alarms is the best way to prepare for a real fire.

Our Facilities Management Office and our Public Safety Office work together to maintain fire safety in our community. As a rule, we do not conduct surprise fire drills or unannounced tests of our fire safety systems. We typically notify the community in advance about regularly scheduled fire drills and tests. If you hear a fire alarm sound or voice announcement and you have not received advance notice of a drill or test you should consider it a real alarm.

Points of Assembly

An assembly point is a designated place where people have been told to wait after evacuating a building in the event of a fire or other emergency

