



# Fire Safety

Policy SS002

Volume 13, Safety and Security

Responsible Administrators: Assistant Vice President for Finance and Administration,  
Director of Public Safety, and Dean of Students

Responsible Office: Department of Public Safety and Office of Residential Life

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## Policy Statement

FIT maintains the highest standard of fire safety at all college-owned, - leased, and –licensed properties. FIT’s Department of Public Safety is responsible for fire safety and works with other FIT departments to prevent and respond to fire-related accidents and injuries, increase fire-safety awareness, and works to fully comply with all legal and regulatory requirements and fire safety rules.

## Reason for the Policy

This policy establishes the roles and responsibilities for the Department of Public Safety and other FIT departments to prevent fires and respond to fire-related incidents. The policy supports the college’s ability to effectively respond to fire-related incidents and to maintain the college’s compliance with all federal, state, and city laws and regulations relating to fire safety. The policy also complies with the Campus Fire Safety Right-to-Know Act of the Higher Education Opportunity Act, effective August 14, 2008, which requires colleges and universities that have on-campus housing to compile fire data and issue a fire safety report annually.

## Who is Responsible for this Policy

- Department of Public Safety
- Office of Residential Life
- Department of Environmental Health and Safety (“EHS”)
- Department of Facilities

## Who is Affected by this Policy

- The entire FIT Community (administrators, faculty, staff, and students)

## Definitions

N/A

## Principles

Working closely with the Department of Public Safety are on-site maintenance engineers proficient in fire-alarm systems. In the event of a fire or fire-alarm activation, the Department of Public Safety and maintenance personnel respond to the scene. Occupants of FIT-Leased properties are subject to the fire safety protocol set forth by the landlord or owner of those spaces.

In the event of an alarm activation, the following protocol must be followed on FIT-owned property:

- All FIT personnel, working together, must quickly and safely evacuate students and themselves from any area where the threat of fire or smoke may exist;
- The actual fighting of any fire on campus should be left to the New York City Fire Department;
- All occupants must leave the building upon hearing a fire alarm; and
- The Department of Public Safety should not be called to verify the validity of any alarm but should be called if someone requires assistance evacuating a building.

FIT has a fire evacuation plan and a Fire Safety Policy. FIT's Fire Safety Policy is available online via <https://www.fitnyc.edu/policies/safety-security/fire-safety.php>.

FIT provides instruction in on campus emergency procedures just prior to the start of each semester at the college's Safe and Sound sessions. These voluntary sessions are open to new, incoming students. Procedures for shelter in place and evacuation for fire and other related emergencies are covered by Public Safety personnel during these sessions. At a minimum, two fire drills are conducted annually whereby the entire campus community receives instructions via FIT Alert and/or through the college's public address system.

FIT bans certain portable electrical appliances from all residence halls, including halogen lamps, portable heaters, washing machines/dryers, heat lamps, sun lamps, hot plates, and refrigerators. Coed and Nagler residence hall-style rooms additionally ban all cooking appliances except for hot pots. In residence hall rooms with suites/apartments, any permitted cooking appliances must be kept in the kitchen.

FIT, including its residence halls, is completely tobacco free and smoking is strictly prohibited. Candles, incense, oil lamps, and any other flame or open flame-producing materials are prohibited. A complete list of policies concerning portable electrical appliances, smoking, and open flames in resident housing is published in the [Resident Handbook](#).

## Responsibilities

- **Department of Public Safety**
  - Initiates incident command during any fire-alarm incident
  - Collaborates investigation of residence hall fire alarm sources with Department of Facilities
  - Provides traffic and crowd control during a fire-alarm incident
  - Reports active fires to the New York City Fire Department via 911
  - Announces the "all clear" and assists in the safe repopulation of the building following a fire alarm
  - Conducts fire safety evacuation drills twice annually for academic buildings and residence halls
  - Develops and maintains fire evacuation and fire emergency plans

- **Office of Residential Life**
  - Disseminates fire-safety information to resident students, including safety protocol and prohibited items
  - Conducts announced and unannounced inspections in residence hall rooms to check for fire-safety violations
  - Assesses potential ramifications to student fire-safety violations in accordance with the Student Code of Conduct
  
- **Department of Environmental Health and Safety**
  - Provides ongoing fire prevention and safety awareness training
  - Conducts assessments and mitigates support following a fire incident, sometimes in collaboration with an environmental consultant, and developed remediation protocol if appropriate
  
- **Department of Facilities**
  - Monitors and maintains fire-alarm systems
  - Conducts routine inspections of fire systems and equipment
  - Operates Fire-panels during any fire-alarm incident
  - Investigates fire alarm sources in academic buildings and residence halls
  - Deems building(s) safe for repopulation and provides fire-system reset following a fire alarm

## Procedures

Every sounding of an alarm should be treated as real. If you personally see or suspect fire, pull an alarm and immediately contact security at (212) 217-7777. Upon evacuation, residents and staff may not re-enter the building unless instructed by college personnel and/or first responders. In the event of evacuation of any FIT building, the following general steps should be followed:

- Touch the door to the corridor to ensure that it is not hot.
- Exit the room immediately and proceed in an orderly fashion to the nearest building stairs.
- Close the doors to the room that you are exiting as the last person is leaving the room.
- Proceed up or down the stairs to the ground floor as quickly as possible, taking care not to push or shove other people who are also walking up or down the stairs to exit the building.
- Upon arriving on the first floor, file out of the building and walk across the street, as directed by Public Safety officers.
- Wait on the sidewalk until the “all clear” signal is provided to let you know that it is safe to re-enter the building.

Specific procedures for evacuation and fire emergencies are outlined in the [FIT Emergency Management Plan](#).

Fire statistics, a description of FIT’s fire safety education and training programs, and student housing evacuation procedures are outlined in the Annual Security and Fire Safety Report each year (see Related Documents), pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”).

The Resident Handbook (see Related Documents) provides FIT residents with fire-safety information as it relates to living on campus, including residence hall evacuation procedures.

**In emergency situations involving a fire, individuals should pull a fire alarm or call Public Safety at (212) 217-7777 or 911.**

After a fire is contained, however, there are certain people at FIT that should be contacted to be informed that a fire occurred. They are:

- **Director, Public Safety**  
(212) 217-4995
- **Facilities Evening Supervisor**  
(646) 208-3858
- **Director, Environmental Health and Safety**  
(212) 217-3752

## Violations

Members of the FIT community found in violation of this policy will be disciplined in accordance with the appropriate Code of Conduct policy (see Related Policies).

## Related Policies

- [Campus Safety and Security](#)
- [Environmental Health and Safety](#)
- [Employee Code of Ethical Conduct](#)
- [Student Code of Conduct](#)

## Related Documents

- [FIT Emergency Management Plan](#)
- [College Closing and Emergency Numbers](#)
- [Reporting Procedures](#)
- Security Response Procedures
- [Annual Security and Fire Safety Report](#)
- [Resident Handbook](#)

## Contacts

- **Assistant Vice President for Finance and Administration**  
333 7<sup>th</sup> Ave. 15<sup>th</sup> Floor  
(212) 217-4200
- **Director of Public Safety**  
Pomerantz Center, Room D442  
(212) 217-4999

- **Director of Environmental Health and Safety**  
333 7<sup>th</sup> Ave. 15<sup>th</sup> Floor  
(212) 217-3752
- **Director of Residential Life**  
210 W 27<sup>th</sup> Street, 1<sup>st</sup> Floor Alumni Hall  
(212) 217-3900