



NYMC EH&S welcomes you to 19 Skyline Drive.



# Life Safety Guide



## Important Phone Numbers

<b>Environmental Health &amp; Safety</b> 594-4078	<b>Campus Security (DIRECT)</b> 594-4226
<b>Facilities Management</b> 594-4588	<b>19 Skyline Security Desk</b> (Business Hours Only) 594-2475

Always call Campus Security at **594-4226** to report an emergency.



# In Case of Fire

If you see smoke or fire, remember to:

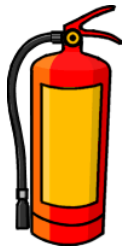
## R A C E

<b>Relocate</b>	If it is safe to do so, relocate any person in immediate danger;
<b>Alarm</b>	Pull the fire alarm and alert people in your area;
<b>Confine</b>	Close all doors to confine the fire (if this can be done safely);
<b>Evacuate</b>	Evacuate the building using the nearest exit.

Call Campus Security at **594-4226** from a safe location to report the incident and provide any important information, including :

- ✓ **Location**
- ✓ **What happened**
- ✓ **Name and telephone number**
- ✓ **Any injuries that occurred**

If you hear a fire alarm, evacuate using the **nearest** unobstructed exit (and stairwell, if applicable).



# Use of Fire Extinguishers

## P A S S

<b>Pull</b>	the safety pin on the handle
<b>Aim</b>	the nozzle at the base of the fire
<b>Squeeze</b>	the handles all the way together
<b>Sweep</b>	the extinguisher from side to side

No one at NYMC is required to fight a fire, but if you are trained to use a fire extinguisher, you may attempt to extinguish a small, smoldering fire. Prepare to evacuate if you cannot control the fire with a single extinguisher. **Never place yourself between a fire and the exit!**

### Area-Specific Information

Location of nearest pull box(es):	
Location of closest fire extinguishers:	

Want to learn to use a fire extinguisher? Call EH&S at 594-4078 for training!



# Evacuation & Designated Assembly Areas

## When preparing to evacuate:

- ✓ Check assigned areas on your floor (if it is safe to do so);
- ✓ Alert other occupants (particularly visitors), and direct them to use the stairs and report to the appropriate designated assembly area;
- ✓ Assist disabled occupants to areas of refuge;
- ✓ Close doors as you exit the building (if safe to do so);
- ✓ If you get caught in smoke, get down low and crawl towards the exit;
- ✓ Report to your designated assembly area.

If someone is physically unable to evacuate via stairs, there are areas of refuge within **both** of the second floor staircase landings. If you need to shelter in the area of refuge, **contact Campus Security at 594-4226** and inform them that you will require assistance from emergency responders.

## Area-Specific Information

Route to nearest exit(s):	
---------------------------	--

**Contact EH&S at 594-4078** if you have any questions regarding designated assembly areas or areas of refuge.

# 19 Skyline Drive Designated Assembly Areas



West



East





# Shelter-in-Place

During some emergencies, it is safer for you to stay indoors than it would be to evacuate. You may need to shelter-in-place for a variety of reasons, **including severe weather, campus violence, or other public safety emergencies**. You may not know which hazard you are sheltering from at the time the notification is issued.

## If You Are Outdoors

- Remain calm.
- Immediately move to the nearest building, alerting others in the area to the warning.

## If You Are Indoors

- Remain calm.
- Locate a nearby room, preferably in the interior of the building with the fewest number of doors/windows.
- Secure the room.
- Stay away from any doors/windows.
- If you have a serious, life-threatening emergency, **call Campus Security at 594-4226** (if you cannot reach Security, call **9-1-1**).
- Be patient! Do not leave the room unless there is a life-threatening situation within, unless you are instructed to do so by responders, or until it is clear that the danger has passed.

At 19 Skyline Drive, you may be alerted to shelter-in-place either via Send Word Now, as well as the building's public address system.



# Medical Emergencies

In case of a medical emergency, remember “**C<sup>3</sup>**”: **Check, Call, Care**

**Check** to see if the scene is safe to make sure that it is safe to approach. If so, then check the status of the victim (Is s/he conscious? Breathing?)

**Call** **Campus Security at 594-4226** and give them your name, location, and the nature of the emergency.

**Care** Administer care appropriate to the situation. Remember “ABC”:

- **Airway:** is the victim's airway clear?
- **Breathing:** look, listen, and feel for signs of breathing;
- **Circulation:** check for signs of circulation.

If CPR is required, someone is who trained to administer CPR should begin compressions while someone else brings an AED to the site. When activated, the AED will give further verbal instructions.



# Automated External Defibrillators (AEDs)



## AED Locations at 19 Skyline Drive

Ground Floor: Central Elevator Bank

First Floor: Central Security Desk (Extension 2475)

Second Floor: Atrium Area (Western Side)

To obtain assistance in an emergency requiring the use of an AED,  
**call Campus Security at 594-4226**

**Want to learn to save a life?**

Contact EH&S at 594-4078 to sign up for a free Heartsaver<sup>®</sup> CPR/AED class.