



DEPARTMENT OF
PUBLIC SAFETY AND
CAMPUS POLICE

The Apex, Room 109
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To: The Lehman College Community

From: Domenick Laperuta, Director of Public Safety

Date: March 10, 2014

Re: **Spring 2014 Fire Drills - **REVISED II**

In accordance with the State Education Law, Section 807, referring to Fire Drill requirements in schools, Fire Drills have been re-scheduled for **Thursday, March 20, 2014 and Thursday, March 27, 2014**. The fire drills will occur rain or shine.

Please note the following times of drills and buildings affected:

Thursday, March 20, 2014

<u>10:00 a.m.</u>	<u>1:00 p.m.</u>
The Apex	Bookstore
Gillet Hall	Concert Hall
High School for American Studies	Davis Hall
**Music	Library
Nursing	**Old Gym
Science Hall	
**Speech and Theatre	

Thursday, March 27, 2014

<u>10:00 a.m.</u>	<u>6:00 p.m.</u>
**Fine Arts	Carman Hall
New Childcare Center	
**Shuster Hall	
Student Life	

If you have a class at the time a drill is scheduled, please follow these procedures:

1. At the beginning of the class, please announce to your students that there will be fire drills at 10:00 a.m. and at 1:00 p.m. If there are stairway designation signs posted on your classroom door, please bring them to your student's attention.
2. **IMPORTANT:** During the fire drills, only physically challenged students have permission to use the elevators. This is applicable to all campus buildings while the fire drills are in effect (especially the 2nd and 3rd floors of Carman Hall). In addition, it is the responsibility of faculty and staff to escort all physically challenged students in their classes to safety during the evacuation.

IN CASE OF AN ALARM WHICH HAS NOT BEEN ANNOUNCED AS A DRILL, ELEVATORS ARE NOT TO BE USED. THE RESPONSIBILITY FOR ASSISTING PHYSICALLY CHALLENGED PERSONS RESTS UPON FACULTY, STAFF AND PUBLIC SAFETY.

3. Do not dismiss your class early, but allow them to remain in the classroom until the fire alarm ring.
4. Please stay with your class during the drill. Escort them down the nearest stairway and out the building. Once outside, please accompany the students far away from the building entrance so they will not block the exit of others.
5. No one will be permitted to re-enter the building until the "all clear" bell is sounded (one ring). All members of the college community must take part in the fire drills. **The drills are in effect in all buildings on campus, as the schedule indicates.** All individuals not in class during the drills should immediately leave the building using the nearest exit.

Thank you for your cooperation.

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