



## **Horace Mann Hall Fire Safety Information 3040 Broadway NY NY 10027**

***Modified: 8/21/2024***

- Built in 1901 - 5 story + Basement Non-Combustible/Fireproof construction
- Most important - if you see OR suspect fire IMMEDIATELY activate the building's fire alarms AND call 911 once you have safely evacuated
- Horace Mann has an interior automatic and manual fire alarm system
  - Automatic - smoke detectors throughout the building
  - Manual - Manual pull stations located at or near the doors to the north and south stairs, at the exit to Broadway and at some horizontal exits into adjoining buildings. Activating a manual pull station will sound the alarms in the building, notify Public Safety and summon the FDNY.
  - Horace Mann has single action manual pull stations. Pull down the lever, break the glass rod to activate the fire alarms. Activating a manual pull station will sound the alarms in the building, notify Public Safety and summon the FDNY.
  - Horace Mann has a partial fire sprinkler system which protects the east side exits from the Cowin Center 1st floor into Horace Mann hallways.
  - Smoke detector, pull station or fire sprinkler activation will sound the alarms throughout the building. Upon hearing any fire alarm exit the building immediately. **DELAY** is the biggest threat when confronted with a fire.
- Horace Mann has multiple means of egress
  - Vertical evacuation via stairs
    - Stair A/South Stairs - Serves floors Ground/Basement through 5. Exit stair on 1st floor, proceed through exit doors and out onto 120th Street & Broadway.
    - Stair B/North Stairs - Serves floors Ground/Basement through 5. Exit stair on 1st floor, proceed through exit doors and out onto 121st Street & Broadway.
    - Once you have exited onto W 120th street, W 121st street or Broadway please move away from the front entrance so you do not impede building access by firefighters.
  - Horizontal evacuation - Other than using the north or south stairs to exit you may also, or may be directed to, exit your floor into adjacent buildings where possible.
    - Horace Mann 5th Floor
      - South side - East into Thompson
    - Horace Mann 4th Floor
      - North side - If in room 435 you can Exit into 528 stairs.
      - South side - East into Thompson
    - Horace Mann 3rd floor
      - South side - East into Thompson
    - Horace Mann 2nd floor
      - North side - If in room 241 you can exit into 528 stairs.
      - South side - East into Thompson

- Horace Mann 1st floor
  - North side - East into 528 stairs
  - South side - East into Thompson
- Horace Mann Ground floor/Basement
  - South side - East into Thompson Hall
- When using horizontal evacuation routes you must continue until you exit through a set of double doors.
- Never use an elevator to evacuate any building during a fire or fire alarm activation
- Persons with mobility issues - Anyone who can not use the stairs to evacuate due to physical limitations/mobility issues can be aided by coworkers or Public Safety officers utilizing horizontal evacuation routes into adjacent buildings or they may seek refuge in either the North or South stairs until they can be assisted.
- Self closing doors - no building fire safety feature better controls the spread of fire or smoke like a closed door. Unless specifically designed to remain open all doors to stairways and adjoining buildings should be closed at all times. If you see a door chocked open or failing to close properly please report to Facilities, ORS or EHS as soon as possible
- Acronyms to remember
  - R.A.C.E.
    - R - Rescue of self and others
    - A - Activate fire alarms
    - C - Confine fire/smoke by closing all doors when evacuating
    - E - Extinguish small fires if safe to do so OR Evacuate immediately.
  - P.A.S.S.
    - P - Pull pin of fire extinguisher
    - A - Aim nozzle at the base of fire
    - S - Squeeze handle to stream contents
    - S - Sweep at the base of fire side to side

