



**Russell Hall**  
**515 W 120th Street NY NY 10027**  
**Modified: 8/21/2024**

- Built in 1922 5 floors + Basement & Sub-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
- Russell Hall 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 east and west stairs on all floors and the exits from the 1st floor.
  - Russell Hall 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
  - Russell Hall is fully protected by a fire sprinkler system.
  - Smoke detector, fire sprinkler or pull station 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.**
- Russell Hall has multiple means of egress
  - Vertical evacuation via stairs
    - Stair A/West stairs - Serves floors roof level through sub-basement - Exit on the 1st floor. You may then exit to W 120th street through the main Russell doors.
    - Stair B/East stairs - Serves floors roof level through sub-basement - Exit on the 1st floor. You may then exit to the driveway, into Russell courtyard and then through Whittier to Amsterdam Ave.
    - You may also exit through the north side doors of the library into Russell Courtyard and then through Whittier to Amsterdam Ave.
    - Once you have exited to W 120th street or Amsterdam Ave please move away from the entrance so you do not impede building access by firefighters.
  - Horizontal evacuation - None
  - When using horizontal evacuation routes elsewhere on campus 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, if available, or they may seek refuge in either the west stairs or the elevator lobby (so long as the doors have closed on the floor) until they can be assisted by OPS officers or FDNY.
- 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

