

**Fire Safety Instructions:**



The Sullivan College of Technology and Design is equipped with an electronic fire alarm system that includes fire alarm signals, emergency exit lighting, pull boxes, smoke detectors, a magnetic door release and 24-hour monitoring. Each classroom has a fire escape map posted on the wall near the exit door.

A document entitled “Fire Alarm Procedures / Information” is given to each new faculty and staff member and is annually emailed to all members of the college community. Approximately once a year, the faculty and staff review this and other emergency procedures. A fire drill in which the entire building is evacuated is conducted once every quarter rotating between day and evening classes. Results of these fire drills are kept in a log in the Executive Director’s office.