SUNY Cortland - Environmental Health and Safety Office Service Group, Room 108 P.O. Box 2000 Cortland, NY 13045 607-753-2508



SUNY CORTLAND ENVIRONMENTAL HEALTH AND SAFETY OFFICE

EMERGENCY ACTION PLANS

PROGRAMS, POLICIES, AND PROCEDURES

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Contents

1.	Introduction	2
	Responsibilities	
	Reporting Fires	
4.	Evacuation Procedures	3
5.	Fire Extinguishers	4
	Other Campus Emergencies	
7.	Training	5
	Table 1 - Assembly Spaces	
9	Table 2 – Areas of Refuge	7

Emergency Action Plans

1. Introduction

Emergency Action Plans for fires and other campus emergencies are outlined in this document. Employees, students, and visitors are expected to observe the requirements and guidelines outlined in this document. Please contact the Environmental Health and Safety Office (EHS) at environmentalhealth@cortland.edu or at extension 2508 if you need more information about this plan, or if you require an explanation of the responsibilities as outlined in Section 2.

2. Responsibilities

EHS Office - Responsible for:

- a. reviewing and updating this safety standard;
- b. evaluating this standard's effectiveness;
- c. providing or coordinating Emergency Action Plan training;
- d. reporting fires, emergencies, and related issues to the appropriate agencies;
- e. providing information about this standard and specific responsibilities to employees;
- f. responding to or assisting with other campus emergencies; and
- g. providing information for the Annual Fire Report.

Supervisors – Assist with efforts to provide Emergency Action Plan training to employees.

Students – Responsible for:

- a. reporting fires and other emergencies;
- b. correcting or reporting unsafe conditions; and
- c. observing evacuation procedures and protocol for any campus emergencies.

University Police Department – Responsible for:

- a. assisting with fire drills and emergency evacuations;
- b. maintaining the campus fire log;
- c. reporting fires and emergencies to the appropriate agencies;
- d. responding to or assisting with other campus emergencies; and
- e. publishing the Annual Fire Report and making this report available to the campus community.

Visitors – Responsible for observing evacuation procedures and protocol for any campus emergencies.

Employees – Responsible for:

- a. reporting fires and other emergencies;
- b. correcting or reporting unsafe conditions; and
- c. observing evacuation procedures and protocol for any campus emergencies.

3. Reporting Fires

If you discover or suspect a fire, activate a pull station. Pull stations are located in hallways, and near stairway doors and exits. While activating a pull station is the primary means of initiating a building alarm, you can also report a fire to University Police by calling 911 or 2111 on any campus phone.

Once the building alarm is activated, follow the evacuation procedures summarized in section 4.

Fires must be reported to the New York State Office of Fire Prevention and Control within 24 hours. Additionally, fires involving a death must be reported to the New York State Office of Fire Prevention and Control within one hour and the Public Employee Safety and Health Bureau within eight hours. University Police and the EHS Office will coordinate reporting fires and deaths to the appropriate agencies.

On an annual basis, the campus must maintain a fire log for certain fires that occur in on-campus student housing facilities. This log records: 1) the date each fire was reported; and 2) the nature, date, time, and general location of each fire. The campus must also publish an Annual Fire Report and make this report available to the campus community. These responsibilities will be spearheaded by the University Police Department.

4. Evacuation Procedures

Know the evacuation routes and assembly space(s) for your building. Evacuation routes are posted in the hallways on every floor. Assembly spaces for each building are summarized in Table 1 on pages 6 and 7.

If you hear a building alarm, immediately leave the building. If it is necessary, alert others about the alarm.

As you exit the building, remember to close doors behind you and do not use elevators.

If you are not able to exit the building, go to an Area of Refuge or a relatively safe area such as a stairwell. Once you are in an Area of Refuge, activate the alarm box. Areas of Refuge for specific buildings are listed in Table 2 on page 7.

If you observe someone who is not able to exit the building, assist them in getting to an Area of Refuge or a relatively safe area if you are able.

Once you exit the building, go to the assembly space. If someone you know is within an Area of Refuge or is unaccounted for, report this information to a University Police officer or other emergency responder. Be prepared to indicate the person's location if it is known.

5. Fire Extinguishers

Fire extinguishers are available in hallways, offices, classrooms, laboratories, kitchens, buses, maintenance vehicles, emergency response vehicles, mechanical rooms, and other high hazard areas.

Employees, students, and visitors are not expected to put out fires. When a building alarm is activated, employees, students, and visitors should immediately leave the building. Fire extinguishers should only be used when a fire obstructs one's ability to exit the building. If it is necessary to use a fire extinguisher, employees and students should use the fire extinguisher in accordance with instructions given to them during Emergency Action Plan training. Instruction on the use of fire extinguishers will also be given during special outdoor training sessions.

Note: Fire extinguishers are not available in all offices, classrooms, laboratories, maintenance vehicles, and emergency response vehicles. Newly constructed or renovated buildings with a sprinkler system might not have fire extinguishers in hallways, offices, and classrooms; however, fire extinguishers will be available in high hazard areas within buildings with sprinkler systems.

6. Other Campus Emergencies

Other than fires, campus emergencies also include: bomb threats; civil disturbances; hazardous material spills; medical emergencies; personal safety (e.g., suspicious packages); severe weather; and utility failures. Further information for these emergencies can be found on the University Police Department Website at https://emergency.cortland.edu/. Campus emergencies can be reported to University Police by calling 911 or 2111 on any campus phone. Emergency blue light phones can also be used to report emergencies. These phones are attached to campus poles or buildings and a blue light hangs over each unit.

Modes of communication to convey campus emergencies include: the IP phone system; campus message screens; campus and Cortland radio stations; cell phone

voice messages; cell phone text messages; fire alarms; loudspeaker/siren; and the SUNY Cortland web page. The type of emergency will dictate the mode(s) of communication used to convey information.

Note: A siren will only be sounded for life-threatening situations. You should listen carefully for a message over the loudspeakers. If possible, turn on your cell phone, check the SUNY Cortland web page, view a campus visual message screen, or check your IP office or department phone for further information. If these options are not available, immediately seek a secure location.

7. Training

Employees will receive Emergency Action Plan training when they are initially assigned to a position and annually after that. Employees will also receive training when certain responsibilities and aspects of this plan change. This training will include: protocol for reporting fires; procedures for evacuating a building; use of fire extinguishers; and how to respond to other emergencies. Students will receive this training during the beginning of the fall semester or orientation sessions.

8. Table 1 - Assembly Spaces

Grassy lawn north of parking area Alger Hall	Building	Assembly Space
Berlew Building	29 Broadway	Grassy lawn north of parking area
Bishop Hall Bowers Hall Bowers parking lot or area adjacent to the greenhouse Brockway Hall Front lawn or parking lot or area adjacent to the greenhouse Brockway Hall Front lawn or parking lot Front lawn of Brockway Hall Dowd Fine Arts Dowd Fine Arts parking lot area or Moffett lawn Dragon Hall West side of the building near Broadway, or Quad area near Hayes Hall Education Building West sidewalk raea near the Child Care playground Fitzgerald Hall Behind Fitzgerald Hall Behind Fitzgerald Hall Behind Fitzgerald Hall Glass Tower Neubig Hall lawn Alayes Hall Quad area near Hendrick Hall Heating Plant Lower level at the northwest end of the building Hendrick Hall Quad area near Hayes Hall Quad area near Hayes Hall Hegins Hall Front of Alger Hall near Bishop Hall Lusk Field House Water street near Neubig Hall Lusk Field House South courtyard McDonald Building Sidewalk on Tompkins Street Memorial Library Lawn area adjacent to Newmark Pavilion Miller parking lot or Moffett Hall lawn Moffett Hall lawn or area adjacent to the greenhouse Professional Studies Building East side of building and west parking lot; or Professional Studies Building East side of Building and west parking lot; or Professional Studies Building Service Group Ompound or Service Group parking lot Service Group Service Group parking lot Stadium, Fired House South and southwest lawns Service Group parking lot Stadium, Ered House South Concourse Stadium, Field House South Concourse parking	Alger Hall	In front of Higgins near Shea Hall
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Moffett Hall Moffett Hall lawn or area adjacent to the greenhouse Neubig Hall Water Street near Shea Hall Old Main Courtyard between Old Main and Miller Park Center Area near the tennis courts; northwest parking lot; or President's House West end of Brockway Hall near Graham Avenue Professional Studies Building East side of building and west parking lot Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Field House South parking lot area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Memorial Library	Lawn area adjacent to Newmark Pavilion
Moffett Hall	Miller	Miller parking lot or Moffett Hall lawn
Old Main Courtyard between Old Main and Miller Park Center Area near the tennis courts; northwest parking lot; or Professional Studies Building parking lot President's House West end of Brockway Hall near Graham Avenue Professional Studies Building Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Van Hoesen Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Moffett Hall	
Old Main Courtyard between Old Main and Miller Park Center Area near the tennis courts; northwest parking lot; or Professional Studies Building parking lot President's House West end of Brockway Hall near Graham Avenue Professional Studies Building Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Van Hoesen Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Neubig Hall	Water Street near Shea Hall
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President's House West end of Brockway Hall near Graham Avenue Professional Studies Building East side of building and west parking lot Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms South Concourse parking area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Park Center	Area near the tennis courts; northwest parking lot; or
Professional Studies Building Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms South Concourse parking area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot, or east lawn near Newmark Pavilion		Professional Studies Building parking lot
Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, press box Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	President's House	West end of Brockway Hall near Graham Avenue
Randall Hall South and southwest lawns Service Group Service Group compound or Service Group parking lot Shea Hall Quad area near Bishop Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms South Concourse parking area Stadium, press box Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Professional Studies Building	East side of building and west parking lot
Shea Hall Smith/Casey Towers West side of the building near Broadway Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms South Concourse parking area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Randall Hall	
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Smith/Casey Towers Sperry Hall Newmark Pavilion or area adjacent to the greenhouse Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Van Hoesen West side of the building near Broadway North green adjacent to the greenhouse	Shea Hall	
Sperry Hall Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House Stadium, Locker Rooms Stadium, Locker Rooms Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot, or east lawn near Newmark Pavilion	Smith/Casey Towers	
Stadium, fifth floor South parking area Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms South Concourse parking area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Sperry Hall	·
Stadium, Chugger Davis Building North side of the building near Lankler Drive Stadium, Concession area North concourse area Stadium, Field House South parking lot area Stadium, Locker Rooms South Concourse parking area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion		·
Stadium, Concession areaNorth concourse areaStadium, Field HouseSouth parking lot areaStadium, Locker RoomsSouth Concourse parking areaStadium, press boxSouth parking lot areaStadium, upper levelNorth of concourseStudent Life CenterNortheast exit near parking lot and west exit into the plazaVan HoesenVan Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	Stadium, Chugger Davis Building	
Stadium, Field House Stadium, Locker Rooms South Concourse parking area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion		
Stadium, Locker Rooms South Concourse parking area Stadium, press box South parking lot area Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion	,	
Stadium, press box Stadium, upper level North of concourse Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Van Hoesen Northeast exit near parking lot, or east lawn near Newmark Pavilion		
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Student Life Center Northeast exit near parking lot and west exit into the plaza Van Hoesen Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion		
Van Hoesen Hall lot, Corey lot, or east lawn near Newmark Pavilion		
	West Campus	Lawn in front of Recreation Center or bus stop

Whitaker Hall	Student Life Center near main entrance
Winchell Hall	Sidewalk on the north side of the building or loading dock adjacent to Neubig
	Road

9. Table 2 – Areas of Refuge

Building	Area of Refuge Location
Corey Union	East stairwell, third floor
Corey Union	East stairwell, fourth floor
Dowd Fine Arts	Southeast stairwell near Room 242
Memorial Library	A-wing, main stairwell, second floor
Memorial Library	A-wing, main stairwell, third floor
Memorial Library	A-wing, main stairwell, fourth floor
Memorial Library	B-wing, northeast stairwell, third floor
Miller	South stairwell, basement
Miller	South stairwell, second floor
Miller	South stairwell, third floor
Miller	South stairwell, fourth floor
Moffett Hall	Northeast stairwell, second floor
Neubig Hall	Basement stairwell
Neubig Hall	Second floor adjacent to the elevator
Old Main	Northeast stairwell, first floor
Old Main	Northeast stairwell, second floor
Old Main	Southeast stairwell, first floor
Old Main	Southeast stairwell, second floor
Park Center	Southwest stairwell, near the pool entry doors on the second floor
Van Hoesen Hall	West stairwell, second floor