

*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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# 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](mailto: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

Building	Assembly Space
29 Broadway	Grassy lawn north of parking area
Alger Hall	In front of Higgins near Shea Hall
Berlew Building	Adjacent to barn entryway
Bishop Hall	Quad area near Shea Hall
Bowers Hall	Bowers parking lot or area adjacent to the greenhouse
Brockway Hall	Front lawn or parking lot
Central Receiving and Commissary	Service Group compound or the west side of the building
Chemical Management Facility	Parking lot area in front of the warehouse dock
Cheney Hall	Front lawn of Brockway Hall
Clark Hall	Behind Fitzgerald Hall
Corey Union	Steps in front of Corey Union
Cornish Hall	West side of Memorial Library near the Bookmark
DeGroat Hall	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 area near the Child Care playground
Fitzgerald Hall	Behind Fitzgerald Hall
Glass Tower	Neubig Hall lawn
Hayes Hall	Quad area near Hendrick Hall
Heating Plant	Lower level at the northwest end of the building
Hendrick Hall	Quad area near Hayes Hall
Higgins Hall	Front of Alger Hall near Bishop Hall
Leadership 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	Miller parking lot or Moffett Hall lawn
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 Professional Studies Building parking lot
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
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