

## Fire Safety Policy

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If you discover a fire (or suspect a fire):

- ✓ Alert your co-workers.
- ✓ Summon the fire department by using the pull station.
- ✓ If you initiated the alarm, exit the building and try to contact University Police or fire department personnel to identify the location of the fire.

If you hear a fire alarm:

- ✓ Keep calm.
- ✓ Immediately evacuate the building.
- ✓ Close doors behind you.
- ✓ Do not use the elevator.
- ✓ Remain near the building so that you may be accounted for.
- ✓ Do not assume it is a drill.

### *Fire Extinguisher Use:*

If an employee feels that the fire is small and might be extinguishable, (e.g., a small waste paper basket fire), pull the fire alarm, and then use the nearest fire extinguisher, provided it is the right type.

Fire Extinguishers are marked as to the type of fires they will extinguish:

A : for combustibles like paper and fabric

B : for flammable liquids

C : for electrical equipment

Operation instructions are printed on the extinguisher. Please read and understand the instructions before a fire occurs. The general instructions to use most fire extinguishers are:

- P Pull the pin.
- A Aim at the base of the fire.
- S Squeeze the handle.
- S Sweep side to side.

Most fire extinguishers discharge their contents within thirty seconds. Do not use a second extinguisher: exit the building and wait for the fire department.

When using a fire extinguisher, always keep a safe path to the exit. Don't let the fire get between you and the door.

If the fire has been put out, immediately contact University Police (ext. 2111) to investigate, confirm the fire is indeed extinguished, and replace the extinguisher.

### *False Alarms of Fire*

State Penal Law Section 240.55: Falsely Reporting an Incident in the Second Degree. A person is guilty of falsely reporting an incident in the second degree when, knowing the information reported, conveyed, or circulated to be false or baseless, s/he:

1. Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire or an explosion under circumstances in which it is not unlikely that public alarm or inconvenience will result; or
2. Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger of life or property, an alleged occurrence or impending occurrence of a fire or an explosion which did not in fact occur or does not in fact exist. Falsely reporting an incident in the second degree is a class A misdemeanor.

### *Fire Drills*

In accordance with Education Law 807, "Fire Drills," Sections 3 and 4: "It shall be the duty of the person in charge of every public or private college or university within the State, having more than twenty-five students, or maintained in a building two or more stories high to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills should be held between September first and December first of each year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations. Neglect by any president or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fines to be paid to the pension fund of the local fire department where there is such a fund. Items of discussion shall include preventative measures, location of fire alarms, handling of fire control apparatus and fire drill regulations for that residence. There shall be at least one fire drill each quarter, preferably six to eight per year."

### Fire Drill Safety Regulations

1. Close the windows
2. Raise the shades
3. Turn on ceiling lights
4. Wear solid soled footwear, coat or housecoat and carry a towel or comparable head protection.
5. Take path to prescribed exit.
6. One person shall be responsible for the roll call book that shall be kept near the exit.

College fire drills shall be conducted under the direction of the Department of University Police. Reports of fire drills held in all residence halls shall be filed with the Department of University Police.