

Subject: Fire Prevention	Date: 9/28/2020
EH&S Program: Fire Safety	Next Review: 1/2022
Scope: Campus Wide	Original: 4/2020

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Policy:

Stony Brook University conforms to all applicable requirements of the International Fire Code, NYS/SUNY Directives, NFPA Standards and OSHA requirements. The University requires that all members of its community strictly adhere to fire prevention procedures to ensure the safety of students, staff, faculty and guests.

Fire Drills

Fire Drills are scheduled and conducted in accordance with Fire Code, NYS/SUNY Directives and Clery Act. All fire drills are conducted by the University Fire Marshal's Office in coordination with Building Managers and Safety Wardens. Fire drills are conducted at the following frequency:

- Residence Halls – Two drills per semester (Day and Night).
- Academic/Support Buildings - Once per Semester.
- Summer Drills are scheduled based off of facilities in use.

Prohibited Items

Space Heaters - Only personal small space heaters that have a built in automatic shut off when tipped over and are UL listed may be used on campus. All other heating issues are forwarded to CO&M.

The following items and activities are prohibited in individual offices on campus:

- Small appliances such as broilers, skillets, woks, sandwich makers, Panini grills and deep fryers, hot plates and any open coil appliances.
- Multiple bulb lamps with plastic shades.
- Halogen Lamps.
- Candles or any other type of open flame.
- Smoking in all University buildings.
- Parking in a fire lane, fire zone or blocking a fire hydrant.
- Heating trays with open flames whether indoors or outdoors must be attended by a qualified University employee trained in the use of fire extinguishers.

Holiday Decorations are allowed if the following guidelines are followed:

- No live trees or wreaths indoors.
- Do not block exits or other fire safety device.
- Do not hinder a safe, quick exit from a building.
- Do not hang from the ceiling hindering evacuation if they fall.

Additional prohibited items within residence halls can be found in the Terms of Occupancy and Student Conduct Code at:

<https://www.stonybrook.edu/commcms/studentaffairs/res/safety/2019-2020%20Terms%20of%20Occupancy.pdf>

<https://www.stonybrook.edu/commcms/studentaffairs/ucs/conduct.php>

Electrical Safety

- Extension cords are not permitted as permanent wiring and are removed after temporary use for an activity or event.
- Do not daisy chain extension cords with other cords or power strips.
- Surge suppressors with built-in circuit breakers are used long-term.
- High amperage equipment such as space heaters, portable air conditioners and other equipment must be plugged directly into permanent wall receptacles.
- Do not run flexible cords through walls, ceilings, under carpets or through windows.
- Never kink, knot or twist electrical cords.
- Always grip the plug to disconnect from an outlet. Don't pull by the cord itself.

Cooking Safety

The leading cause of fire in the kitchen is unattended cooking. Cooking is only allowed in approved areas.

General

- Never leave food unattended while it's cooking on the stove, and closely monitor food cooking in the oven.
- Maintain a clean and tidy cooking area that is free of items that catch on fire easily, such as cloth (curtains, potholders, towels, etc.), paper (cook books, food packaging, newspapers, etc.), and plastic (food packaging, storage containers, etc.).
- Roll up your shirtsleeves, or wear short, tight sleeves while cooking, so your clothes don't accidentally hang onto stove burners and catch fire.
- Always keep a potholder, oven mitt, and lid on hand.
- Never use a wet potholder or oven mitt, in order to avoid scalding when the moisture in the cloth heats up.
- Never plug microwaves into extension cords, and never microwave metal containers or tinfoil.

- Keep children and pets away from cooking areas.

Storage

Storage is a necessity for day-to-day operations; however, improper storage and unauthorized storage creates a fire hazard and may violate fire code. All building occupants observe and comply with the following in regards to storage:

- A minimum of 18 inches clearance from the fire sprinkler head is maintained and a minimum of 24 inches from the ceiling of non-fire sprinklered buildings.
- Bicycles, skateboard, smart boards, scooters, and non-ADA non-pedestrian manual or motorized modes of transportation are prohibited in buildings or any place that obstructs egress from a building or area of a building.
- Ensure appropriate aisle width and head clearance is maintained.
- Excessive amounts of combustible materials, storage, or debris are not permitted to accumulate in the building.
- Loose papers, magazines, books, or files are either put into boxes, stored in filing cabinets, or stacked in an organized manner on shelves.
- Loose storage is kept off floors.
- Storage is maintained in an orderly manner.
- Storage of any chemicals, flammables, combustibles (liquids, solids, or gases) are stored in an appropriate safe manner or approved cabinets when required and approved by EHS Lab Safety and SBU Fire Marshal.
- Storage of any material must not obstruct an exit, obstruct any fire protection equipment or devices, or obstruct the view of exit signs.
- Storage under staircases is prohibited.

Doors

Fire doors prevent the spread of fire and smoke. Fire doors at stairwells and in corridors are kept closed at all times unless held open by the door's magnetic device. This device releases automatically when a fire alarm sounds. Therefore, fire doors are never blocked open or otherwise tampered with.

Forms:

Policy Cross Reference:

Relevant Standards/Codes/Rules/Regulations/Statutes: NYS/ICC Fire Code

References and Resources: