

<b>Subject:</b> Fire Response	<b>Date:</b> 12/17/20
<b>EH&amp;S Program:</b> Fire Safety	<b>Next Review:</b> 1/2022
<b>Scope:</b> Campus Wide	<b>Original:</b> 4/2020

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**Policy:**

To ensure all students, faculty and staff understand what to do during a fire emergency on campus. The University requires that all members of the community strictly follow the fire response procedures below to ensure the safety of students, staff, faculty and guests.

**Reporting Fires**

Anyone that discovers a fire, or evidence of a fire (e.g. sees or smells smoke), should immediately activate the nearest fire alarm pull station and leave the building. Once outside, call University Police (631-632-3333) and report the location of the fire.

**Evacuation**

Occupants must respond to every alarm as if it were a real fire. Employees, students and guests should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Notification to others may only be made on the way to the closest exit.

Upon exiting the building occupants should move at least 25 feet away from the building and remain outside. Under no circumstance are persons allowed to re-enter a building that is in alarm. Re-entry can only be made after an "all-clear" signal is given by the Fire Marshal, Fire Department, University Police or other Campus Official.

**Fire Extinguishers**

The Fire Code, NFPA and OSHA require that fire extinguishers be placed in all buildings. Extinguishers are there for use by trained University personnel only. Employees and students may opt to use a fire extinguisher to fight a fire if they have had specific training from the University or are confident in their ability to cope with the hazards of a fire. Even with the appropriate training, extinguishers may only be used to fight small incipient-stage fires (no larger than a waste paper basket). In such cases, firefighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat or flames or one extinguisher has been expelled. If a fire is discovered and the alarm has not yet sounded, pull the closest pull station prior to any attempts to fight the fire with a fire extinguisher.

**If there is a fire:**

- If you discover a fire or smoke condition, sound the building fire alarm by activating the nearest pull station and call University Police at (631) 632-3333 once outside.
- Exit quickly and calmly.
- Know two ways out of your building.
- When leaving your room close the door behind you.
- Never attempt to re-enter the building until the “All Clear” is given.
- Do not use the elevators, use the stairs.
- Avoid using a cell phone or other electronic device during evacuation.
- Avoid congregating in the stairwells causing congestion.
- Move at least 25 feet away from the building.
- Listen for instructions from Safety Wardens, Fire Marshals or UPD.

**If you are unable to evacuate due to a temporary or permanent disability:**

- Proceed to the nearest stairwell or area of refuge.
- Position yourself so as not to block or impede the pedestrian flow or stairwell access.
- Ask a colleague/friend to remain with you.
- Contact University Police (631) 632-3333 and advise them of your location .
- Remain there until emergency personnel evacuate you or the “All Clear” is given.

**\*Note :** Emergency personnel will only come to your location if it is deemed necessary to evacuate you.

**Is the door hot?**

- Before opening a door, feel the door, door knob and frame.
- If any feel hot, don't open it! If cool, open the door and evacuate.
- If you encounter smoke while evacuating, crawl or get as low as you can.

**If you can't evacuate due to smoke and/or fire:**

- Close all doors between you and the smoke/fire.
- Stuff towels or clothing around doors to try to keep the smoke out.
- Call University Police at (631) 632-3333 and notify them of your location.
- While waiting for rescuers, signal from a window by hanging clothes out the window, waving an object or shouting.

**In the Event of Stovetop Fire:**

- If the fire is small and contained in a pan, smother the flames by carefully sliding the lid over the pan or use a dry chemical extinguisher.

- Turn off the burner.
- Don't remove the lid until it is completely cool.
- Never pour water on a grease fire.
- Notify other occupants and evacuate the building.
- Pull the fire alarm, evacuate and call University Police at 631-632-3333 once outside.

**In the Event of Oven Fire:**

- Turn off the heat.
- Keep the oven door closed to prevent you and your clothes from catching fire.
- Notify other occupants and evacuate the building.
- Pull the fire alarm, evacuate and call University Police at 631-632-3333 once outside.

**In the Event of Microwave Fire:**

- Keep the microwave door closed.
- Unplug the microwave to remove the source of heat.
- Notify other occupants and evacuate the building.
- Pull the fire alarm, evacuate and call University Police at 631-632-3333 once outside.

**Forms:**

**Policy Cross Reference:**

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

**References and Resources:**