

Smoking

For everyone's safety and health, **smoking is not permitted** in campus buildings. This includes e-cigarettes. Designated smoking areas are available outside most buildings.



Be Alert

For more information on fire safety call 315-792-7101 or ext. 7101.
Environmental Health and Safety Department

Fire Safety Guide

For New Employees



SUNY POLYTECHNIC
INSTITUTE

WELCOME

The information contained in this booklet is designed to help you have a fire safe career at the college.

Additional Fire Safety information and employee training programs are available by contacting the department of Environmental Health and Safety at 315-792-7101 or ext. 7101.

When the Fire Alarm Sounds

(Horns will sound and lights will flash)

1. Leave your office or classroom immediately.
2. Faculty shall make sure all students evacuated the classroom.
3. Doors must be closed upon exiting the room.
4. Evacuate the building.
5. Do not re-enter the building until advised by University Police or authorized personnel, even if alarms have stopped.

Note: Please offer help to those who may be in need of assistance (i.e., disabled individuals).

If You Discover or Suspect a Fire

1. Close the door to the fire area.
2. Activate the fire alarm system (pull the nearest pull station).
3. Evacuate the building by the nearest exit (Do not use an elevator. You may be trapped).
4. Crawl if smoke is present.
5. From a safe location dial 315-792-7111 or ext. 7111 to report the fire. Or use blue emergency phones.



Note: Use fire extinguishers only if you are trained to do so.

Fire Alarm System

For your protection, all campus buildings have alarm systems.

Fire alarm pull stations are located near exits; learn the location of the one closest to your area.

Evacuation of Individuals with Physical Disabilities

Pre-planning is the key to ensure that persons with physical disabilities are provided with the knowledge and assistance required to evacuate a building. A safe alternative for those who cannot evacuate or use stairs is to seek refuge in safe areas until emergency assistance is available. All individuals should develop their own plans for safe evacuation from any buildings that they frequent.

(For detailed information, refer to the Emergency Evacuation of Persons with Disabilities brochure.)

General Fire Safety Policies

1. Pre-planning is important - learn the locations of alternative exits and stairways.
2. No storage in exits, corridors or stairwells.
3. Don't overload electrical outlets.
4. Use UL listed power strips.
5. Keep all fire doors closed.
6. Don't leave appliances unattended (eg. coffee pots, microwave ovens).
7. Good housekeeping is essential for a fire safe work place.



Fire Safety is Everyone's Concern

If everyone does their part, the campus can be a safe place to work. Be aware of fire safety tips, regulations and guidelines. Defective or missing fire protection and safety equipment shall be reported to either **Environmental Health and Safety at 315-792-7101 or ext. 7101 or University Police at 315-792-7222 or ext. 7222.**

Remember, few people are burned to death in fires. **Most people die from smoke inhalation, poisonous gases and panic.** Panic is usually the result of not knowing what to do.