

## Storage of Combustibles

All waste should be disposed of as soon as possible; surplus material should be stored in a safe place, NOT in corridors or stairways.

## Obstructions to Exitways

Room furnishings should not be arranged in such a manner that they obstruct access to an exitway. The storage of anything that impedes the route of egress is strictly prohibited by law. Blocked exits have caused "chain reaction" pile-ups of fallen people during fires, resulting in death and injury.

**Bicycles are prohibited in buildings.**

## In General, Temporary Room Dividers are Prohibited

Any materials used as a "temporary room divider," (if allowed) shall have documentation indicating the material is flame retardant.

## Flammable Liquids/GAS

Flammable and combustible liquids/gas are prohibited in the residence halls; this includes gasoline, oil-base paints, alcohol, ether, cleaning fluids, propane tanks and charcoal lighter fluid.

## No Smoking Policy

Absolutely no smoking is permitted in any Residence Hall room, suite or building. This includes the use of e-cigarettes. Smoking is permitted outside in designated areas only.

Violation of the policy can lead to judicial action.

For additional policy information, refer to the Student Handbook.

## Fire Extinguishers

Fire extinguishers are designed for the types of fires they are effective in controlling. They are marked with one or more of the symbols below.

### Ordinary Combustibles

Fires involving paper, cloth, wood, trash, etc. (Labeled A)



### Flammable Liquids

Fires involving oils, gasoline, paint, grease, etc. (Labeled B)



### Electrical Equipment

Fires involving wiring, fuse boxes, energized electrical equipment, etc. (Labeled C)



**The residence halls are provided with ABC multiple use fire extinguishers.**

### Fire Extinguisher Directions

1. **PULL** - Pull the pin.
2. **AIM** - Aim the extinguisher nozzle or hose at the base of the fire.
3. **SQUEEZE** - Squeeze or press the handle.
4. **SWEEP** - Sweep from side to side at the base of the fire until it goes out. Release the handle to shut off the extinguisher.

**Contents of extinguishers are expended in seconds - if the fire is not out after using the extinguisher, LEAVE. Make sure the fire alarm has been activated.**

## Fire Safety is Everyone's Concern

If everyone does their part, the residence halls can be a safe place to live. Be aware of fire safety tips, regulations and guidelines. Defective or missing fire protection and safety equipment shall be reported to the R.A. immediately.

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.**

## BE ALERT

**If You Have Any Questions, please call the Environmental Health and Safety Office at 315-792-7101.**

## EMERGENCY NUMBERS

**University Police**  **7111**  
315-792-7111

**Fire**   
**Ambulance**  **911**  
**Rescue EMS**

**Call University Police in all emergencies.**

**REMEMBER THE BLUE LIGHT EMERGENCY CALL BOXES**

**SUNY** POLYTECHNIC INSTITUTE



# RESIDENCE HALL FIRE SAFETY

*How to prevent fire.  
How to escape it.*

## Introduction

The college makes every effort to make your residence hall fire safe. Fire detection devices have been installed in every room and in the entrance corridors. There is a sprinkler system covering the entrance to each suite. The entire alarm system is connected to a central alarm system which will automatically notify a dispatcher in the University Police Office. The dispatcher will immediately dispatch a university police officer to the scene.

The residence halls have been constructed to meet the standards of the New York State Fire Prevention and Building Code.

Fire extinguishers have also been provided in each building to be used in an emergency. Make sure you know the location.

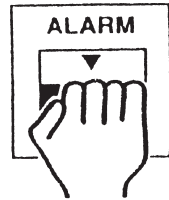
This pamphlet emphasizes the importance of fire safety and the commitment of the college to educate residents about a safe physical environment, and to promote safe living practices in the residence halls. The following information focuses on what to do should a fire occur, life saving techniques, fire prevention tips and fire safety equipment.

Please remember, **fire safety is everyone's responsibility and everyone's business.**

## If You Discover Or Suspect A Fire

If a fire (no matter how small) or smoke occur in your building, the following steps must be taken immediately:

1. Activate fire alarm. Pull off the cover (if present), pull the alarm down. (Fire Alarm Pull Stations are located in the entrance hall or hallways in every building.)
2. EVACUATE the building in an orderly manner. As you leave, alert others in your building. Never return to a building until instructed by University Police and/or the fire department.
3. When possible, do the following:
  - a. Wear shoes and coat
  - b. Open all curtains/blinds
  - c. Close windows
  - d. Turn on lights
  - e. Close doors



4. Once you're out of danger, telephone University Police's **Emergency Number - 315-792-7111.**

- Say, "I want to report a fire."
- Give your name and the location of the fire.
- Speak slowly and clearly.
- Don't hang up until told to do so.
- All fires, no matter how small, are to be reported to the University Police Department.

## In The Event Of A Fire

When you have been alerted by a fire alarm or individual, proceed as follows:

1. Keep low to the floor if smoke is in your room.
2. Before opening the door:
  - a. Feel the door and door knob. If it is hot, do not open the door.
  - b. If the door and knob are not hot, brace yourself against the door and open it slightly (fire can create pressure enough to push open a door if it is not held firmly). If heat or heavy smoke is present, close the door and stay in the room. (This procedure is to be used whether it is a door from a bedroom or the door to the hallway.)
3. If you are unable to use a door to exit, use your window; you may be able to drop to the ground safely (only as a last resort). If you are unable to exit by a door or window:
  - a. Seal cracks around the door with towels and bedding to keep out smoke.
  - b. Let someone know you are in a room. Use telephone if it works.
  - c. If not, attract attention by waving a towel, sheet, or clothing out of the window. Shout for help.

## Fire Drills And False Alarms

Fire drills are required by the State Education Law under Section 807, Sub. 3. It requires that four drills per year per residence hall, be conducted; at least one of which shall be held in the fall during the hours after sunset and before sunrise.

The primary purposes of such drills are to protect residents by training them in the proper evacuation process and to improve evacuation performance. Fire drills are observed and evaluated by Environmental

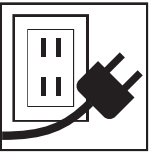
Health and Safety, University Police and the Office of Residence Life.

All occupants *must* leave the building whenever a fire alarm sounds. Failure to do so may result in your removal from the residence halls. Reporting or causing a false fire alarm is a crime and punishable under the New York State Penal Law, Section 240.55. **Persons responsible will be removed** from the residence halls and prosecuted.

## How To Prevent A Fire

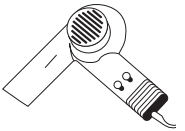
### Electrical Hazards

Use of multiple plug adapters, "octopuses," to obtain a maximum number of outlets can overload circuits and result in a fire. Improper use of extension cords is a major cause of residential fires. U.L. listed electrical, polarized, grounded power strips with built-in circuit breakers are acceptable.



### Appliances

Irons, curling irons, hair dryers, etc., should never be left unattended. They should be unplugged after use and not stored until they have cooled. Prohibited appliances include: space heaters, hot plates, toaster ovens, George Foreman style grills or any other electrical appliances used for cooking or preparing meals, lamps using "tubular halogen bulbs" i.e. torchiere or pole lamps. Approved appliances include: coffee makers and hot pots (all thermostatically controlled), sun lamps and electric blankets with timers. All appliances must be U.L. listed.



### Open Flames

Oil lamps, potpourri, candles and incense can be extremely hazardous and are prohibited.



### Decorations

Do not place decorations on the ceilings. Materials on the ceilings may also impede the activation of smoke and heat detection equipment. Wall and ceiling decorations will increase the speed of fire spread. All wall decorations must be non-combustible material.



## Fire Safety Systems

**Student Housing Facilities:** §6438 of New York State Education Law requires notification of fire safety standards and measures in all college-owned housing. Below are systems installed in our residence halls.

Residential Facilities	Fire Alarm Monitoring Done On Site (by UPD)	Partial *1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Adirondack Hall Central Commons D	x	x		x	x	x	4
Adirondack Hall E thru L	x	x		x	x	x	4
Adirondack Hall M thru T	x	x		x	x	x	4
Adirondack Hall U thru Y	x	x		x	x	x	4
Mohawk Hall A thru D	x	x		x	x	x	4
Mohawk Hall E thru L	x	x		x	x	x	4
Oriskany Hall	x		x	x	x		4
						<b>Total</b>	<b>28</b>

\*1 - Partial Sprinkler System is defined as having sprinklers in the common areas only.

\*2 - Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

\*3 - Mandatory 3 in a calendar year.

*Note: Fire alarm pull stations are provided in every building to provide manual activation of the fire alarm system.*

*As residence halls are rehabilitated, special attention is given to fire safety systems. Evacuation instructions are posted on the back of residence hall suite doors.*

*All fires need to be reported to the University Police 315-792-7111 or the County 911 Center.*

Additional fire safety information may also be found in the annual Clery-Fire report at:

[www.sunypoly.edu/university-police/safety-law-enforcement](http://www.sunypoly.edu/university-police/safety-law-enforcement) - see section "Crime Statistics - Clery Reports"