



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK  
Office of Residential Life/Learning Communities  
Division of Enrollment Management and Student Affairs

## **RESIDENCE HALLS/STUDENT TOWNHOMES FIRE SAFETY**

### **POLICY**

ALL STUDENTS, INCLUDING RESIDENTIAL LIFE/LEARNING COMMUNITIES STAFF, ARE REQUIRED TO IMMEDIATELY EVACUATE THEIR RESIDENCE HALL OR STUDENT TOWNHOME WHEN THE FIRE ALARM IS ACTIVATED. (Failure to adhere to this policy may result in referral to the Student Conduct System.)

### **Fire Evacuation Procedures – All Students**

In order to ensure the safety of all residents and visitors of the Residence Halls and Student Townhomes, the following procedures should be followed at all times. It's important to be familiar with the nearest evacuation route, please refer to the posted evacuation maps located in each building.

### **Before leaving your room, assess if it is safe:**

- From inside the room, check for smoke seepage around the door cracks.
- Feel the inside door surface with back of your hand. If it is hot, **DO NOT OPEN**.
- Seal up the cracks around the door using sheets, pieces of clothing, tape or whatever is handy. The door can hold back harmful heat and smoke.
- Hang a sheet out the window to signal rescuers. **DO NOT JUMP**.
- Open windows slightly to let in the fresh air and let out harmful air.
- Grab a wet towel. Place it over your head and face (nose and mouth) and stay low if smoke is heavy.

### **If it is safe to leave your Residence Hall Room or Student Townhome:**

- Put on shoes and jacket.
- Take room key.
- Close and lock room door.
- **DO NOT** use elevators.
- Vacate the building by the shortest, safest route, and gather by living area at a safe distance from the building.
- Stay low if you encounter smoke while vacating the building.
- Keep roadways and building entryways clear so that emergency vehicles can get through.
- Remain outside the building until directed to return by the fire department, University Police or Residential Life/Learning Communities staff.
- If there is no fire, staff will initially check every student room to ensure total evacuation, and during future alarms staff may spot check student rooms.

## **SAFETY**

### **1. Always take fire alarms seriously.**

Never assume that it is a false alarm. Leave the building immediately when a fire alarm sounds. Failure to do so is grounds for referral to the Student Conduct System and may lead to personal injury.

### **2. Do not sound an alarm unless there is real cause.**

No student should activate any alarm or attempt to manipulate any electrical or mechanical device for the purpose of creating a false fire alarm. Creating a false fire alarm and/or falsely reporting a fire will result in student conduct and/or legal action.

### **3. Keep fire evacuation routes accessible.**

An emergency may occur at any time; therefore your escape routes must constantly be available.

### **4. Never overload electrical circuits.**

Make sure surge protectors meet College specifications and are never covered by carpet, clothing or furniture. Never use more than one appliance at a time in one plug.

### **5. Smoking on college property is prohibited.**

Students and their guests may smoke in designated areas only. Failure to comply is grounds for referral to the Student Conduct System.

### **6. Use of any open flame is prohibited in all Residence Halls/Student Townhomes.**

Candles, incense and other items producing an open flame may not be burned in Residence Halls or Students Townhomes.

### **7. Unplug electrical devices when not in use.**

Make sure curling irons, regular irons, and other appliances are unplugged after use. Never store until they are cool enough to touch.

### **8. Know the location of fire extinguishers and fire alarms in your Residence Hall/Student Townhome.**

### **9. Don't keep stacks of newspapers, recyclables or excessive amounts of trash in your room.**

### **10. REMEMBER: BE ALERT.**