

## WHAT DO I NEED TO KNOW IN CASE OF AN EMERGENCY

### PRIOR TO AN EMERGENCY

**Know your exits.** Become familiar with a primary and alternate route out of the building.

**Know the Locations** of alarm pull stations, fire extinguishers, and other equipment if provided.

**Know the Fire Evacuation Plan** specific to your building.

**Know Essential Personnel** who must remain to operate critical equipment before evacuating.

**Determine** who may need assistance in evacuating.

**Know your Muster Point:** Once outside the building, report to your assigned position to assist the incoming emergency personnel and relay any information.

**Be prepared.** Place flashlights in strategic locations in the event of a power outage. Carry a cell phone or a loud whistle to attract attention should you become isolated or trapped.

## IN THE EVENT OF AN EMERGENCY

**Sound the Alarm.** If you discover a fire, explosion, smoke in the building, or other emergency, activate the fire alarm system at the nearest, safe pull station. This system is monitored 24 hours a day by University Police.

**Assist in the Evacuation** Upon sounding or hearing the alarm:

1. Be sure all occupants in your area are leaving the building
2. Do not let anyone use elevators. They may become trapped if it malfunctions or opens on the fire/hazard floor
3. Be sure all doors are in the closed position but not locked
4. Assist those requiring help out of the building OR note their position if you cannot help them and immediately notify incoming response personnel of their whereabouts

Those unable to self evacuate or be evacuated with assistance should remain in an exterior room with a window and a telephone; or in the nearest, safe stairwell.

**Leave the Building Yourself.**

**Note: In a life-threatening situation do not delay your own evacuation.**

**Dial 911** at the nearest safe campus phone to notify campus police of the location and nature of the emergency ONLY if you have something to report which would assist their response OR if it appears that a delay in response has occurred.

Note: If you dial 911 from a cell phone you will reach Broome County EMS who will relay your call to University Police.

**Once Outside** report your findings, such as -all clear; not all clear; location of any occupants remaining; any problems - to incoming response personnel or the person in charge

**Do Not Re-Enter** the building under any circumstance. Keep all evacuees calm, clear of doors and windows, and moving towards the Muster Point. If the alarm stops, do not assume it is safe to re-enter until emergency personnel call out "all clear". If the evacuation will be prolonged - in the event of cold weather - move to your designated shelter. Report any new information from the evacuees to the Evacuation Manager or response personnel.

**Proceed to the Muster Point** and await the "All Clear" before re-entering the building.

IS IT A DRILL OR IS IT REAL?

If the alarm in your building is sounding, your response should be that this is a real emergency. No evacuation event should be taken lightly. Do not assume it is a drill.

Drills are unannounced to test the response of occupants and only those administering the drill should know that it is a drill.

**Evacuation Assistants** should follow the guidelines outlined in this flier, in conjunction with the flier on evacuation procedures for the campus community.

**An Evacuation Assistant** is a designated volunteer trained to assist in the evacuation of the building in which they work in the event of an emergency.

**Campus Emergency Phone Numbers (from a campus phone)**

- Fire.....911
- Police.....911
- Ambulance.....911

**DO NOT attempt to fight a fire unless:**

- ❑ You have been trained in the use of extinguishers and the extinguisher is fully charged.
- ❑ The alarm system has been activated and people are evacuating.
- ❑ The fire is small and not spreading.
- ❑ There is no toxic smoke.
- ❑ You have a clear means of exit from the fire. (Don't get trapped).
- ❑ If you fail to extinguish the fire on the first try, leave immediately. Fire grows very quickly.
- ❑ If you are successful in extinguishing the fire, give the details to incoming police officers or fire personnel.



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**STAY SAFE  
SAFETY CHECK**

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**Evacuation Assistant  
Guide**



*State University of New York*

ENVIRONMENTAL HEALTH AND SAFETY