

EXITING

- ❑ **Know your exits.** Become familiar with a primary and alternate route out of the building.
- ❑ **Obstructions.** Never place furniture or other items in the exit path. Maintain the corridor at full width. You must be able to leave safely and emergency response personnel must be able to enter safely with any necessary equipment.
- ❑ **Doors.** As you leave the building in an emergency evacuation, CLOSE your door but do not lock it. This will help prevent damage to your room and slow the spread of smoke and fire.
- ❑ **Evacuation.** Follow more detailed directions as outlined in the Safety Check Brochures titled 'Emergency Evacuation Procedures' and 'Evacuation Assistant Guide'
- ❑ **Fire Doors.** Never wedge open fire doors. All stairwell doors and most of the corridor doors are 'fire rated' doors. Such doors are designed to protect exits from smoke and fire for up to two hours. Chocks and wedges will be removed and discarded.

GENERAL HOUSEKEEPING

- ❑ **Storage of Combustibles.** All stored items must be kept neat and orderly and not allowed to accumulate in excessive amounts. Items stored must be kept at least 2 feet from ceiling (or 18 inches from sprinklered ceilings) and at least 3

feet from any heat source (such as heaters, light fixtures, appliances, etc).

- ❑ **Dryer Lint.** Dryers and other laundry machines must be kept free of lint. Empty lint traps between loads. Keep the area around the machines clean.

COOKING.

- ❑ Cooking appliances are NOT permitted in bedrooms.
- ❑ Where allowed, stoves and ovens MUST be kept clean. All spills shall be wiped up after each use. Cooking on dirty stoves is not permitted. NEVER leave a stove unattended while in use.
- ❑ Follow the more detailed directions in the safety brochure titled 'Safe Cooking in Residential Halls'.

CAMPFIRES AND BBQ'S

- ❑ **General Use.** Grills shall be used outside. Only grills approved by the Departments of Residential Life and Environmental Health & Safety shall be permitted. Propane, coals and lighter fluid shall NOT be stored in any residence hall. Hot coals shall be attended at all times. NEVER place hot coals in the dumpster. Water must be close at hand for use in the event of an emergency while the coals remain hot.
- ❑ **Other guidelines.** Follow the more detailed guidelines in the safety brochure titled 'Campfires and BBQ's'.

CANDLES

- ❑ **Where Permitted.** Candles are not allowed on campus. In Residential Halls, candles can only be used for a religious obligation under specific rules:
 - The RD must be notified, a specific time and place approved, and the candle can never be left unattended while lit.
- ❑ Candles found in residential areas, (other than those for religious use), showing evidence of burning will be removed.
- ❑ Follow more specific guidelines on the back of the brochure titled 'Safe Decorating Guidelines'.

BICYCLES

- ❑ **Storage.** Never store bikes in corridors or stairways. They MUST be stored in appropriate storage rooms in bike racks or outside.

DECORATIONS

- ❑ Follow the Guidelines specific to Residential Halls in the brochure titled 'Safe Decorating Guidelines'

FIRE EXTINGUISHERS

- **Monthly Inspection.** Each extinguisher in the residential halls has to be checked once a month by the RA's or RD's.
 - Check that the pin is in place to prevent accidental discharge and the safety seal is intact.
 - The dial should show the arrow in the 'Green' zone indicating the extinguisher is charged and ready for use.
 - The tag attached to the extinguisher should be signed or checked to show the monthly was done.
 - If an extinguisher is broken, unusable, stolen, damaged, or discharged, replace it from the RA stock and call EH&S (777-2211).

Additional information on fire extinguishers is available. Training in the use of fire extinguishers, using a live fire trainer, is also available upon request.

Never fight a fire unless you have been trained to do so.



Campus Emergency Phone Numbers

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



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Environmental Health and Safety
PO Box 6000
Binghamton, NY 13902
Phone (607) 777-2211
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STAY SAFE SAFETY CHECK

Residential Hall Safety for RA's and RD's



State University of New York

ENVIRONMENTAL HEALTH AND SAFETY