

WHAT I NEED TO KNOW IN CASE OF A FIRE OR OTHER EMERGENCY

PRIOR TO AN EMERGENCY

- **Know your exits.** Become familiar with a primary and alternate route out of any building you frequent.
- **Know where the alarms are.** Make a mental note of where the pull-boxes are located in your building.
- **Offer to help.** Be aware of persons who may have difficulty evacuating. Offer to assist them in the event of an emergency if you can.
- **Ask for help.** Persons who may require evacuation assistance should seek out 'buddies' - volunteers who can help in an emergency. Teach your buddies how they can best assist you in safely exiting the building.
- **Be prepared.** Place flashlights in handy 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.** Upon discovering 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.

- **Exit the Building.** Upon sounding or hearing the alarm immediately leave the building via the shortest safe route. Use the stairs. **DO NOT USE ELEVATORS.** You may become trapped if they malfunction or open on the fire/hazard floor.
- **Offer to Help.** If you know of anyone who is unable to leave the building on their own, offer to assist or direct them to a safe zone: a room with a phone and window, a safe stairwell or other area away from harm. Tell them you will notify authorities of their exact location and then do so immediately.

Note: In a life-threatening situation, if you choose to assist someone with an injury or disability, find others to help carry the individual to safety or notify trained emergency personnel of your location.

- **Dial 911.** At the nearest safe campus phone, call 911 to notify campus police of the location and nature of the emergency.

Note: If you dial 911 from a cell phone you will reach Broome County Emergency Services who will relay your call to University Police. Call 777-2393 for BUPD direct line.

- **Once Outside – Stay Outside.** Do not re-enter the building under any circumstance. Stay clear of doors and

windows. If the alarm stops, do not assume it is safe to re-enter until emergency personnel call out "all clear".



WHAT IF I NEED HELP GETTING OUT?

If you cannot get out on your own, **ASK FOR HELP.** If you can't find help:

- **Leave the dangerous area** if you are able to do so. **DO NOT USE THE ELEVATOR.**
- **Find a safe zone.** Go to an area such as a stairwell free of smoke and heat or a room away from the source of the emergency, preferably with a telephone and a window.
- **Be alert to other hazards.** If you do enter a stairwell, position yourself where pedestrian flow will not be blocked and you will not be harmed.
- **Call 911.** If a phone is available, identify your location by calling University Police at 911. (777-2393 from a cell) If not, hang a bright cloth in the window.
- **Attract the attention of others exiting.** Ask them to notify authorities of your location.

WHAT IF I AM TRAPPED BY SMOKE OR FIRE

- **Feel the door** with the back of your hand to prevent burning your palm.
- **If the door is *hot*** - DO NOT open.
- **If the door is *not hot***, brace it with your foot as you open it slowly. If you see smoke, close it immediately. If no smoke or flame is visible, find the nearest safe exit and leave the building.
- **If you cannot leave safely**, close the door and seal the spaces around it with available materials, soaked in water if possible, (i.e., jacket, sheet, shirt, etc).
- **Attract the attention of others** by hanging a brightly colored object or cloth in the window.
- **Avoid breaking out the window(s)** as this will cause drafting and draw smoke into the room. If you must open the window to vent smoke, lie down in the air pocket below the window. Heat and smoke should pass over you. Avoid passing through the smoke flow or climbing out the window.
- **Cover your nose and mouth** with a damp cloth if possible and stay low.
- ***If you catch on fire STOP, DROP, and ROLL to put out the flames.***

Campus Emergency Phone Numbers

Fire.....911

Police... ..911 or 777-2393

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 and 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

Emergency Evacuation Procedures



State University of New York

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