

**Campus**

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**Reporter**

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**Title**

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**Email**

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**Date**

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***Please complete this report and attach the fire sections only of the campus Clery Report CY2015. Return to [Barbara.Boyle@suny.edu](mailto:Barbara.Boyle@suny.edu) by December 31, 2016. Thank you.***

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### ***Part I Preliminary Requirements***

*Check each item to confirm compliance; detail non-compliance and corrective action on page 2.*

**Item 1:** The calendar year 2015 Clery report, as required by the Higher Educational Opportunity Act, was published. Please submit a copy of those fire/life safety related pages of the report with your response.

**Item 2:** The campus maintains a fire log in compliance with the Clery regulations.

**Item 3:** All residential facilities, owned or operated by the State University or any campus-based organization or affiliate (including auxiliaries, foundations, and alumni associations) are equipped with fully integrated fire and smoke detection and alarm systems. ([SUNY Policy 3451 Minimum Living Standards](#))

**Items 4:** All such residential facilities that have been constructed, or have undergone substantial reconstruction, since 2003 are fully equipped with sprinkler systems. ([SUNY Policy 3451 Minimum Living Standards](#))

**Items 5:** The campus requires all furnishings and equipment supplied by the University meet at least the minimum applicable standards in the Fire Code of New York State. Upholstered furniture must meet all standards as described by [California Standard 117](#) for fully sprinkled buildings and [California Standard 133](#) for all other buildings. ([SUNY Policy 3451 Minimum Living Standards](#))

**Item 6:** All fires (residential and non-residential) are reported per the requirements of NYS Executive Law, Part 500 [Campus Fire Safety](#).

**Item 7:** The campus has complied with the Kerry Rose Fitzsimmons Act, [Section 6438 of NYS Education Law](#), and provided written notice to students residing in college-owned or college-operated housing with regard to whether the housing is or is not equipped with a sprinkler system.

## Part II Annual Review

**The campus has conducted the required annual review of the following campus policies and procedures within the last 12 months.** Indicate compliance with check or provide details below. ([SUNY Policy 3451 Minimum Living Standards](#))

- A. Inspections and maintenance programs for fire systems.
- B. Residential life staff responsibilities for fire safety and training
- C. Fire safety instruction for students (see [NYS Campus Fire Safety Training Guidelines, DHSES/OFPC](#))
- D. Student responsibilities for fire safety
- E. Campus discipline and judicial practices related to fire safety
- F. Evacuation procedures

**Significant deficiencies and corrective actions plans.** (Please identify the item number clearly.)

**Response requested by December 31 to [Barbara.Boyle@suny.edu](mailto:Barbara.Boyle@suny.edu). Please be sure to include the pages from the Clery Report CY2015 that address fire safety. Thank you.**



## **Campus Fire Safety Right to Know**

SUNY Canton has a strong history of supporting and developing a campus-wide Fire Safety Program. The residential facilities owned and operated by the University are a high priority, and fire safety is overseen by staff from the Department of Environmental Health & Safety, University Police, Physical Plant, and Residence Life.

### **Residential Housing – Fire Safety System**

Each of our five student residence halls are equipped with a fully integrated fire and smoke alarm system. Each residential room is equipped with a smoke sensor while common areas are equipped with combination smoke/heat sensors. Each residence has sprinkler systems in a limited number of storage areas. Fire extinguishers are also strategically located throughout the residence halls.

### **Residential Fire Alarms**

The fire alarm system is monitored 24/7/365 by Simplex Monitoring Service. The activities of an alarm are received by the monitoring system. The central monitoring service immediately notifies St. Lawrence County Fire Control and then notifies University Police personnel to respond to the location. All fires should be immediately reported to University Police at (315) 386-7777.

### **Evacuation of the Residence Hall**

Upon activation of a fire alarm, all residents must immediately evacuate the residence hall. Occupants are to go to the nearest available safe exit and exit the building. Individuals should then move away from the building and await further instructions. Guidelines are also published in the Student Handbook – *Fire and Fire Drill Procedures*.

## **Fire Alarm (Drills)**

Fire alarm drills are conducted by University Police Department personnel in each of the residence halls. Personnel conduct a minimum of two drills per semester in each of the residence halls. Fire drills are also conducted at times in order to accommodate summer programs or at times when the residence halls are occupied.

## **Fire Safety Education and Training**

The University Police, Residence Life Staff, and Environmental Health and Safety Office work closely together to ensure safety. Fire drills are regularly conducted and coordinated with the Canton Volunteer Fire Department. The New York State Office of Fire Prevention and Control trains Residence Life staff each year. At the beginning of each semester, Residence Life staff is also trained to evacuate their buildings and manage door access. Floor meetings are held on each floor in each residence hall to review fire safety and evacuation procedures.

We maintain compliance with New York State Fire Code with respect to our drills. There is a periodic review of our fire safety procedures with Resident Assistants and Resident Directors within the residence halls. Residence Life staff periodically inspect rooms for hazardous and dangerous conditions. We also maintain our sprinkler, fire alarm, and smoke detection systems by having trained and competent personnel inspect and test the systems.

All university employees receive initial fire safety training and are expected to familiarize themselves with evacuation plans for buildings they occupy.

A number of university students join the Canton Volunteer Fire Department and the Canton Volunteer Rescue Squad.

Evacuation procedures are posted in each building. Special procedures are in place for evacuating members of the college community with disabilities.

Students residing in the residence halls are trained to leave the building immediately and not to use elevators. Students and staff are also trained to assemble at pre-established designated assembly locations.

Staff members are required to assist students as well as the University Police and Canton Volunteer Fire Department in complying with safety protocols.

In 2015, a total of 20 fire drills were held in residence halls.

More information can be found by contacting the University Environmental Health and Safety Office at (315) 386-7631 or at: <http://www.canton.edu/ehs/>.

For further information on residence hall rules and regulations, please visit the website which describes Residence Hall Policies. [http://www.canton.edu/student\\_affairs/pdf/handbook.pdf](http://www.canton.edu/student_affairs/pdf/handbook.pdf).

## **Prohibited Items**

Residence Life prohibits a number of items considered to be of potential hazard in the residence hall rooms. As outlined in the Residence Hall Guide, electrical appliances are prohibited in student rooms. Such items consist of, but are not limited to:

- Candles and incense
- Space heaters
- Hot pots

- Sun lamps
- Any lamp with a plastic shade or other material which is apparently flammable
- Refrigerators exceeding 5 cubic feet
- Any extension cord not equipped with a surge protector
- Any electrical cooking appliance such as hot pots, Foreman grills, ovens
- Potpourri pots
- Electric coils
- Lava lamps
- Toasters or toaster ovens
- Air conditioners
- Electric blankets
- Electric percolators and drip coffee pots
- Any flammable materials, chemicals including those used in campus laboratories, explosives including fireworks
- Any type of firearm including BB guns and paintball devices and other weapons
- Tapestries or wall hangings made of fabric
- Internal combustion engines
- ***Smoking including e-cigarettes is not permitted in any Residence Hall.***

### **Future Improvement for Fire Safety**

There are always ways to improve campus fire safety. Education of students and staff is ongoing, as there is constant turnover. The SUNY Canton community as a whole is constantly striving to better the understanding of fire safety and compliance through various avenues, such as annual inspections from the Office of Fire Prevention and Control (OFPC), the continuing training of NYS Certified Code Enforcement Officers, and interaction with the Village of Canton Fire Department.

OFPC and Physical Plant personnel make available training which includes fire safety issues at home and work, proper evacuation procedures at home and work, and the demonstration of the proper use of both ABC and CO2 fire extinguishers.

### **Fire Safety**

The University Police at SUNY Canton maintains a “fire log” which is available at any time for inspection by students, faculty, and staff at the University Police office, located in Dana Hall, Room 210. The following is a chart of fires which occurred on campus during 2015. Please note that the crime of arson would also be reported in our criminal statistic section of this report. We define a fire as “*any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*”

## Fire Log 2015

| Date | Nature of Fire | Time | General Location | Injuries | Value of Property Damaged | Case # |
|------|----------------|------|------------------|----------|---------------------------|--------|
|      |                |      |                  |          |                           |        |

## Fire Log 2014

| Date | Nature of Fire | Time | General Location | Injuries | Value of Property Damaged | Case # |
|------|----------------|------|------------------|----------|---------------------------|--------|
|      |                |      |                  |          |                           |        |

## Fire Log 2013

| Date | Nature of Fire | Time | General Location | Injuries | Value of Property Damaged | Case # |
|------|----------------|------|------------------|----------|---------------------------|--------|
|      |                |      |                  |          |                           |        |

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***Falsely activating a fire alarm or tampering in any way with any fire safety equipment is a serious crime and violation of SUNY Canton policy.***

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## Enforcement

This section of the SUNY Canton Annual Fire Report identifies laws, rules, and regulations applicable to faculty, staff, and students. These laws, rules, and regulations are enforced by the New York State Division of Homeland Security and Emergency Services - Office of Fire Prevention and Control (through an annual inspection process), UPD, Department of Residential Life, and the SUNY Canton Office of Environmental Health and Safety (EH&S).

### Penal Law of New York State

#### Article 145 Criminal Tampering

##### 145.14 Criminal Tampering in the Third Degree

A person is guilty of criminal tampering in the third degree when, having no right to do so nor any reasonable ground to believe that he has such right, he tampers with property of another person with intent to cause substantial inconvenience to such person or to a third person.

*Criminal tampering in the third degree is a class "B" misdemeanor.*



### **145.15 Criminal Tampering in the Second Degree**

A person is guilty of criminal tampering in the second degree when, having no right to do so nor any reasonable ground to believe that he has such right, he or she tampers or makes connection with property of a gas, electric, sewer, stream or water-works corporation, telephone or telegraph, corporation, common carrier, nuclear powered electric generating facility, or public utility operated by a municipality or district; except that in any prosecution under this section, it is an affirmative defense that the defendant did not engage in such conduct for a larcenous or otherwise unlawful or wrongful purpose.

*Criminal tampering in the second degree is a class "A" misdemeanor.*

### **145.20 Criminal Tampering in the First Degree**

A person is guilty of criminal tampering in the first degree when, with intent to cause a substantial interruption or impairment of a service rendered to the public, and having no right to do so nor any reasonable ground to believe that he or she has such right, he or she damages or tampers with property of a gas, electric, sewer, stream or water-works corporation, telephone or telegraph corporation, common carrier, nuclear powered electric generating facility, or public utility operated by a municipality or district, and thereby cause such substantial interruption or impairment of services.

*Criminal tampering in the first degree is a class "D" felony.*

## **Article 15 Arson**

### **150.00 Arson Definitions**

As used in this article,

1. "Building", in addition to its ordinary meaning, includes any structure, vehicle or watercraft used for the overnight lodging of persons, or used by persons for carrying on business therein. Where a building consists of two or more units separately secured or occupied, each unit shall not be deemed a separate building.
2. "Motor vehicle", includes every vehicle operated or driven upon a public highway which is propelled by any power other than muscular power, except
  - a) Electrically-driven invalid chairs being operated or driven by an invalid,
  - b) Vehicles which run only upon rails or tracks, and
  - c) Snowmobiles as defined in article forty-seven of the vehicle and traffic law.

### **150.01 Arson in the Fifth Degree**

A person is guilty of arson in the fifth degree when he or she intentionally damages property of another without consent of the owner by intentionally starting a fire or causing an explosion.

*Arson in the fifth degree is a class A misdemeanor.*

### **150.05 Arson in the Fourth Degree**

1. A person is guilty of arson in the fourth degree when he recklessly damages a building or motor vehicle by intentionally starting a fire or causing an explosion.
2. In any prosecution under this section, it is an affirmative defense that no person other than the defendant had a possessory or proprietary interest in the building or motor vehicle.

*Arson in the fourth degree is a class E felony.*

### **150.10 Arson in the Third Degree**

1. A person is guilty of arson in the third degree when he intentionally damages a building or motor vehicle by starting a fire or causing an explosion.
2. In any prosecution under this section, it is an affirmative defense that

- (a) no person other than the defendant had a possessory or proprietary interest in the building or motor vehicle, or if other persons had such interest, all of them consented to the defendant's conduct, and
- (b) the defendant's sole intent was to destroy or damage the building or motor vehicle for a lawful and proper purpose, and
- (c) the defendant had no reasonable ground to believe that his conduct might endanger the life or safety of another person or damage another building or motor vehicle.

*Arson in the third degree is a class C felony.*

### **150.15 Arson in the Second Degree**

A person is guilty of arson in the second degree when he intentionally damages a building or motor vehicle by starting a fire, and when

- (a) another person who is not a participant in the crime is present in such building or motor vehicle at the time, and
- (b) the defendant knows that fact or the circumstances are such as to render the presence of such a person therein a reasonable possibility.

*Arson in the second degree is a class B felony.*

### **150.20 Arson in the First Degree**

1. A person is guilty of arson in the first degree when he intentionally damages a building or motor vehicle by causing an explosion or a fire and when
  - (a) such explosion or fire is caused by an incendiary device propelled, thrown or placed inside or near such building or motor vehicle; or when such explosion or fire is caused by an explosive; or when such explosion or fire either
    - (i) causes serious physical injury to another person other than the participant; or
    - (ii) the explosion or fire was caused with the expectation or receipt of financial advantage or pecuniary profit by the actor; and when
  - (b) another person who is not a participant in the crime is present in such building or motor vehicle at the time; and
  - (c) the defendant knows that fact or the circumstances are such as to render the presence of such person therein a reasonable possibility.
2. As used in this section, "incendiary device" means a breakable container designed to explode or produce uncontained combustion upon impact, containing flammable liquid and having a wick or a similar device capable of being ignited.

*Arson in the first degree is a class A-I felony.*

## **Article 240 Falsely Reporting an Incident**

### **240.50 Falsely Reporting an Incident in the Third Degree**

A person is guilty of falsely reporting an incident in the third degree when, knowing the information reported, conveyed or circulated to be false or baseless, he:

1. Initiates or circulated a false report or warning of an alleged occurrence or impending occurrence of a crime, catastrophe or emergency under circumstances in which it is not unlikely that public alarm or inconvenience will result; or
2. Reports, by word or action, to an official or quasi-official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a catastrophe or emergency which did not in fact occur or does not in fact exist; or
3. Gratuitously reports to a law enforcement officer or agency
  - a) the alleged occurrence of an offense or incident which did not in fact occur; or



- b) an allegedly impending occurrence of an offense or incident which in fact is not about to occur; or
  - c) false information relating to an actual offense or incident or to the alleged implication of some person, therein; or
4. Reports, by word or action, an alleged occurrence or condition of child abuse or maltreatment which did not in fact occur or exist to:
- a) the statewide central register of child abuse and maltreatment, as defined in title six of article six of the social services law, or
  - b) any person required to report cases of suspected child abuse or maltreatment pursuant to subdivision one of section four hundred thirteen of the social services law, knowing that the person is required to report such cases, and with the intent that such an alleged occurrence be reported to the statewide central register.

*Falsely reporting an incident in the third degree is a class A misdemeanor.*

#### **240.55 Falsely Reporting an Incident in the Second Degree**

A person is guilty of falsely reporting an incident in the second degree when knowing the information reported, conveyed or circulated to be false or baseless, he or she:

1. Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire, explosion, or the release of a hazardous substance under circumstances in which it is not unlikely that public alarm or inconvenience will result;
2. Reports by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a fire, explosion, or the release of a hazardous substance which did not in fact occur or does not in fact exist; or
3. Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is like public alarm or inconvenience will result, he or she initiates or circulates a report or warning of an alleged occurrence or an impending occurrence of a fire, an explosion, or the release of a hazardous substance upon any private premises.

*Falsely reporting an incident in the second degree is a class E felony.*

#### **240.60 Falsely Reporting an Incident in the First Degree**

A person is guilty of falsely reporting an incident in the first degree when he:

1. Commits the crime of falsely reporting an incident in the second degree as defined in section 240.55 of this article, and has previously been convicted of that crime; or
2. Commits the crime of falsely reporting an incident in the third degree as defined subdivisions one and two of section 240.50 of this article or falsely reporting an incident in the second degree as defined in subdivisions one and two of section 240.55 of this article and another person who is an employee or member of any official or quasi-official agency having the function of dealing with emergencies involving danger to life of property; or who is a volunteer firefighter with a fire department, fire company, or any unit thereof as defined in the volunteer firefighters' benefit law; or who is a volunteer ambulance worker with a volunteer corporation or any unit thereof as defined in the volunteer ambulance workers' benefit law suffers serious physical injury or is killed in the performance of his or her official duties in traveling to or working at or returning to a firehouse, police station, quarters or other base facility from the location identified in such report; or
3. Commits the crime of falsely reporting an incident in the third degree as defined in subdivisions one and two of section 240.50 of this article or falsely reporting an incident in the second degree as defined in subdivisions one and two of section 240.55 of this article and another person suffers serious physical injury or is killed as a result of any vehicular or other accident involving any emergency vehicle which is responding to, operating at, or returning from the location identified in such report.

4. An emergency vehicle as referred to in subdivision three of this section shall include any vehicle operated by any employee or member of any official or quasi-official agency having the function of dealing with emergencies involving danger to life or property and shall include, but not necessarily be limited to, an emergency vehicle which is operated by a volunteer ambulance worker with a volunteer ambulance corporation, or any unit thereof as defined in the volunteer ambulance workers' benefits law.
5. Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is likely public alarm or inconvenience will result, he or she initiates or circulates a report or warning of an alleged occurrence or an impending occurrence of a fire, an explosion, or the release of a hazardous substance upon school grounds and it is likely that persons are present on said grounds.
6. Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is likely public alarm or inconvenience will result, he or she initiates or circulates a report or warning of an alleged occurrence or impending occurrence of a fire, explosion or the release of a hazardous substance in or upon a sports stadium or arena, mass transportation facility, enclosed shopping mall, any public building or any public place, and it is likely that persons are present. For purposes of this subdivision, the terms "sports stadium or arena, mass transportation facility or enclosed shopping mall" shall have their natural meaning and the term "public building" shall have the meaning set forth in section four hundred one of the executive law.

*Falsely reporting an incident in the first degree is a class D felony.*

The following offices may receive reports of fire/safety concerns on campus:

- \* University Police (315) 386-7777
- \* Environmental Health and Safety (315) 386-7001
- \* Dean of Students (315) 386-7120
- \* Residence Life Staff (315) 386-7513
- \* Physical Plant (315) 386-7222

Off Campus:

- Canton Volunteer Fire Department (Non-Emergency) (315) 386-4613
- Emergency Dial 911 or (315) 386-4544

## Emergency Evacuation

The SUNY Canton Environmental Health and Safety (EH&S) Office in conjunction with members from your department, have developed an evacuation plan for students and staff to use during alarm/emergency situations. Each student and staff member is requested to review the plan and be prepared to properly respond in the event of an emergency situation.

### **FIRE HAZARDS**

An alert and educated student and staff member is SUNY Canton's most valuable resource for fire protection. Fire hazards often arise from unsafe conditions and practices. Every person has a responsibility and vested interest in making a concerted effort to correct and improve their living/working conditions and practices.

### **Fire hazards include, but are not limited to:**

*SMOKING:* This activity is permitted only outside in specifically designated areas.

*STAIRWAYS:* Never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fire doors should always remain closed.

**CORRIDORS:** Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture, bicycles, compressed gas cylinders, etc.) which might present a fire hazard and impede escape routes.

**STORAGE AREAS:** Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

**FIRE PROTECTION DEVICES:** Fire extinguishers, pull stations, audio visual strobes, sprinkler and smoke detectors should at all times be accessible and not blocked by any storage of items.

**EQUIPMENT HAZARDS:**

1. Electrical cords should be placed away from aisles or other pedestrian walkways.
2. Never use electrical cords that are frayed or have exposed wiring.
3. Do not overload electrical outlets by using multiple extension cords, etc.
4. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
5. Understand and use all pertinent safety precautions when using electrical appliances and equipment.
6. Never use portable electric space heaters in any building on campus.
7. Only connect portable power taps and extension cords directly into wall receptacles.
8. The use of candles is prohibited in any campus building.
9. Never install replacement bulbs in lamps that exceed the maximum rated wattage.
10. The use of Halogen lamps is prohibited in any campus building.

**LOADING DOCKS, LOADING AREAS:** In campus facilities, various exits are located near loading docks and/or loading areas. These areas must be kept clear of all obstructions (e.g., pallets, trash, debris, etc.) that may present a fire hazard and impede escape routes.

**ALARMS**

The majority of college facilities are equipped with sprinkler systems and automated alarm devices. While extremely efficient, these systems do not ensure all emergency/fire situations will be suppressed.

To ensure the safety of all building occupants, the EH&S Office requires the complete evacuation of a facility during an alarm situation.

Failure to see fire or smell smoke does not mean a threat to your safety is not present.

Emergency situations could be the result of:

- Fire
- Gas Leaks
- Natural Disasters Hazardous Materials Incidents

In the event of a fire emergency, students and staff should practice the procedures associated with the acronym “**RACE**”

**R** - Remain calm, do not panic. Rescue persons in immediate danger.

**A** - Alarm: Activate the nearest MANUAL PULL STATION and Call it in! See note!

**C** - Contain fire at point of origin by closing all doors and windows.

**E** - Evacuate the facility using established procedures.

*Note: From a campus phone, dial 7777 to connect to the University Police Department. Advise University Police that there is a fire/emergency of approximate size and location (building, floor, room #, etc.).*

From a cell phone, dial (315) 386-7777 to connect to the University Police Department.

## EVACUATION GUIDELINES

1. When an alarm sounds prepare to evacuate the building by way of the nearest emergency exit.
2. If close by, bring your coat, car keys, purse etc. Walk; do not run. Do not use elevators.
3. Close all doors as you leave. Do not touch any light switches.
4. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
5. In the event you are unable to exit the building:
  - a. Remain calm; do not panic.
  - b. Remain low; crawl if necessary.
  - c. Place a cloth, wet if possible, over your mouth to serve as a filter.
  - d. Signal for help from a window. Use a towel, clothing, sign etc.
  - e. Call (315) 386-7777 from a cell or 7777 from a campus phone for assistance.

The Canton Fire Department and Rescue Squad is responsible for fire rescue and medical aid in emergency situations on SUNY Canton's Campus.

*Note: All faculty must immediately instruct students to evacuate the classroom/laboratory/studio when a fire alarm is activated. Faculty and Building Administrators must also ensure that the students evacuate to the buildings designated assembly areas.*

6. Upon exiting the building proceed directly to your assigned assembly area. Do not block any roads, driveways, or parking lots. Fire Department personnel will need unobstructed access to these areas. Students and staff are requested to report to their assigned assembly areas as defined by the Assembly Locations and Site Map.
7. The normal SUNY Canton campus travel route for fire department access to the various buildings is Cornell Drive (loop road) to a designated fire lane or nearest parking lot in front or to the rear of each building.
8. *For Residence Halls* at the assigned assembly locations, Resident Directors (RD), Resident Assistants (RA), and Building Administrators (BA) should evacuate with the residence hall housing list and communicate with the students to try and ensure no one is left behind in the building. It is the individual student's responsibility to evacuate the building when an alarm sounds, report to their assigned assembly area, and communicate with the RD, RA, or BA any information that will assist in the evacuation.

*For Academic Buildings* at the assigned assembly locations, faculty and Building Administrators should evacuate with the class attendance sheet and communicate with the students to try and ensure no one is left behind in the building. It is the individual student's responsibility to evacuate the building when an alarm sounds, report to the building's assigned assembly area, and communicate with faculty and staff any information that will assist in the evacuation.

Supervisors have the responsibility to account for all staff to make sure everyone has been evacuated. Supervisors shall account for staff on sick time, vacation, and other absences from work. If any students or staff member is found to be missing from the assembly locations, the Fire Department is to be notified immediately by meeting with fire department personnel at the scene.

9. The cessation of an alarm or departure of the Fire Department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until the Fire Department or University Police have advised to re-enter the building or area.

10. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits, alternative exits, and the procedures that should be taken during alarm situations. Students and staff should calmly inform visitors of the proper actions to be taken, and assist them with the evacuation.
11. Handicapped Evacuees: Special provisions are necessary to evacuate students or visitors with disabilities. During a fire emergency, people with disabilities must be assisted to the appropriate exit. This procedure shall be initiated by the Resident Director, Resident Assistant, Building Administrator, or University Police present. This procedure will also be practiced during fire evacuation training and drills.
12. Elevators: **Do Not** use the elevators during an alarm. When the fire alarm sounds in an emergency situation, occupants should use the stairways to evacuate from the floors above and below the building exits.

## **BUILDING SPECIFIC FEATURES FOR FIRE SAFETY**

### **EMERGENCY VOICE ALARM COMMUNICATION SYSTEMS**

The CARC or Roo's House and MacArthur Hall have an Emergency Voice Alarm Communication system which will initiate by the activation of any fire alarm detection device, sprinkler activation, or manual fire alarm pull station.

The sequence of operation is as follows: Upon activation or detection, the alarm siren will sound for 10 seconds. Then, the voice system will announce: "Attention: your attention please, there is a Fire Emergency reported in the building." "You are to leave the building by the nearest exit or exit stairway." "Do not use the elevators." This message will repeat for a total of three times; then, the alarm siren will sound again until it is reset by the Fire Department.

### **AREAS OF REFUGE**

An area of refuge is: "an area where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation."

The Miller Campus Center has areas of refuge on the first and second floors located in the South East stairway (adjacent to the Theater). The areas contain a two-way communication system that will connect with the ground floor interior entrance from Parking Lot #13 upon activation for fire department rescue operations during an emergency.

### **FIRE FIGHTER PHONES**

There are fire fighter telephones located in both stairwells and on each floor of MacArthur Hall. These phones are for fire department communication only.

### **OPERATION OF CRITICAL EQUIPMENT AND PROCESSES**

Kitchen staff should, if possible, ensure all cooking processes are shut down (turned off) prior to building evacuation. Faculty should ensure, if possible, that all laboratory equipment and processes are shut down prior to evacuation.

### **EVACUATION DUTIES OF THE RESIDENT DIRECTORS AND RESIDENT ASSISTANTS**

1. Collect information or verbal reports from occupants as to the cause of the emergency.
2. Notify others of evacuation.
3. Ensure the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.
4. As you are exiting the building, and if conditions permit, you should knock on any closed doors in your area after checking for warmth or smoke, and then, open the door to ensure

proper evacuation of all occupants. Check bathrooms and common rooms last, and advise occupants in these areas to leave immediately.

5. Note any individuals who do not evacuate. If a problem arises when an area is evacuated, contact the Fire Department responders, and advise them of the situation. Evacuate the area, and hold all persons out until a representative from the Fire Department has given the "all clear" to re-enter the building. The RA assigned to monitor the exit areas should remain at a safe distance from the facility at all times.
6. Meet the Fire Department personnel at the predetermined assembly area. Inform fire personnel of any known facts pertaining to the alarm situation. If requested, assist fire department personnel with a walk-through of the facility.
7. Make the decision to call for an evacuation of the building by activating a manual pull station to sound the fire alarm during an emergency if no other alarm has sounded previously. Report all incidents to University Police and the Environmental Health & Safety Office.

### **EVACUATION DUTIES OF THE BUILDING ADMINISTRATORS AND SUPERVISORS**

1. Coordinates appropriate education and training programs on evacuation procedures for all employees.
2. Orients temporary staff to evacuation procedures.
3. Ensures employees have a fire and emergency evacuation plan accessible to them.
4. Contacts the EH&S Office if there are any needed changes to the evacuation plan: building modifications, staff, etc.
5. Assists EH&S Office with yearly review of evacuation plan and safety inspections.

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency task. All building occupants are directed to put life safety before any other goal during fire emergencies. If a fire emergency is identified:

1. Pull the nearest fire alarm pull station immediately.
2. Evacuate the building.
3. When you are in a safe location, **call it in!** From a campus phone, dial 7777 to connect to the University Police Department. Advise University Police that there is a fire/emergency of approximate size and location (building, floor, room #, etc.). From a cell phone, dial (315) 386-7777 to connect to University Police, or dial 911 and give the appropriate information as noted above.

### **CONTACT INFORMATION**

For more information on the Emergency Evacuation and Fire Safety Plan and procedures, please contact:

- University Police, (315) 386-7777
- Environmental Health & Safety Office, (315) 386-7160
- Life Safety Systems Manager, Anthony M. Caracciolo, [caracciolo@canton.edu](mailto:caracciolo@canton.edu), (315) 386-7160
- Residence Life, (315) 386-7513
- For building maintenance, including fire safety systems and housekeeping information, please contact Physical Plant, (315) 386-7222



**Emergency Evacuation Drills  
SUNY Canton, Residential Housing  
Calendar Year 2015**

**2015 Fire Drill Statistics for Residential Housing**

| <b>Residential Facilities</b> | <b>Spring 2015</b> | <b>Summer 2015</b> | <b>Fall 2015</b> |
|-------------------------------|--------------------|--------------------|------------------|
| Kennedy Hall                  | 2                  | 0                  | 2                |
| Heritage Hall                 | 2                  | 0                  | 2                |
| Rushton Hall                  | 2                  | 0                  | 2                |
| Mohawk Hall                   | 2                  | 0                  | 2                |
| Smith Hall                    | 2                  | 0                  | 2                |
| <b>Total</b>                  | <b>10</b>          | <b>0</b>           | <b>10</b>        |

**2015 Statistics and Related Information Regarding Fires in Residential Facilities**

| <b>Residential Facilities</b> | <b>Total Fires in Each Building</b> | <b>Fire Number</b> | <b>Cause of Fire</b> | <b>Number of Injuries that Required Treatment at a Medical Facility</b> | <b>Number of Deaths Related to a Fire</b> | <b>Value of Property Damage Caused by Fire</b> |
|-------------------------------|-------------------------------------|--------------------|----------------------|---|---|--|
| Kennedy Hall                  | 0                                   | --                 | N/A                  | 0   | 0   | 0  |
| Heritage Hall                 | 0                                   | --                 | N/A                  | 0   | 0   | 0  |
| Rushton Hall                  | 0                                   | --                 | N/A                  | 0   | 0   | 0  |
| Mohawk Hall                   | 0                                   | --                 | N/A                  | 0   | 0   | 0  |
| Smith Hall                    | 0                                   | --                 | N/A                  | 0   | 0   | 0  |

## 2014 Statistics and Related Information Regarding Fires in Residential Facilities

| Residential Facilities | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries that Required Treatment at a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damage Caused by Fire |
|------------------------|------------------------------|-------------|---------------|--|------------------------------------|---|
| Grasse River Suites    | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Heritage Hall          | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Rushton Hall           | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Mohawk Hall            | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Smith Hall             | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |

## 2013 Statistics and Related Information Regarding Fires in Residential Facilities

| Residential Facilities | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries that Required Treatment at a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damage Caused by Fire |
|------------------------|------------------------------|-------------|---------------|--|------------------------------------|---|
| *Grasse River Suites   | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Heritage Hall          | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Rushton Hall           | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Mohawk Hall            | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |
| Smith Hall             | 0                            | --          | N/A           | 0  | 0                                  | 0                                       |

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### **"Whistleblower" Protection**

*HEOA states that nothing in the law "... shall be construed to permit an institution to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."*

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The following table describes fire safety systems located in the Residence Hall facilities on the SUNY Canton campus.

| <h2 style="text-align: center;">Fire Safety Systems</h2> <h3 style="text-align: center;">Student Housing Facilities</h3> |   |                 |   |  |                  |   |
|--|---|-----------------|---|--|------------------|---|
| Building   | Assembly Space  | Detection Type  | Sprinkler System (Y/N)  | Fire Suppression System (Y/N)                        | Fire Alarm Sound | Strobe Lights (Y/N)                                       |
| Kennedy Hall   | Front sidewalk parallel to the loop road (in between the light poles) | Heat/Smoke & CO | Y - Fully addressable fire alarm system and wet sprinkler system throughout the building.   | N  | Horn             | Y - In Hallways and Common Areas. Also in Handicap Rooms. |
| Heritage Hall  | Payson Drive  | Heat/Smoke & CO | Y- Fully integrated fire and smoke alarm systems in place. There are sprinkler systems in place in a limited number of storage areas. | N<br>Fall 2016 - East Wing now has fire suppression. | Horn             | Y - In Hallways and Common Areas. Also in Handicap Rooms. |
| Rushton Hall   | Miller Campus Center Service Lot                                      | Heat/Smoke & CO | Y- Fully integrated fire and smoke alarm systems in place. There are sprinkler systems in place in a limited number of storage areas. | N  | Horn             | Y - In Hallways and Common Areas. Also in Handicap Rooms. |
| Mohawk Hall  | Lot #13   | Heat/Smoke & CO | Y- Fully integrated fire and smoke alarm systems in place. There are sprinkler systems in place in a limited number of storage areas. | N  | Horn             | Y - In Hallways and Common Areas. Also in Handicap Rooms. |
| Smith Hall   | Lot #1  | Heat/Smoke & CO | Y- Fully integrated fire and smoke alarm systems in place. There are sprinkler systems in place in a limited number of storage areas. | N  | Horn             | Y - In Hallways and Common Areas. Also in Handicap Rooms. |