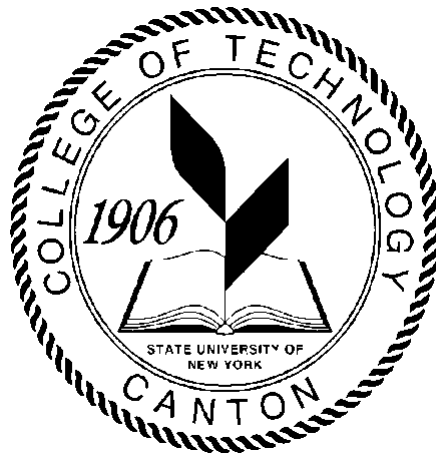


STATE UNIVERSITY OF NEW YORK

CANTON COLLEGE OF TECHNOLOGY



EMERGENCY EVACUATION AND FIRE SAFETY PLAN

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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:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.
- f. Never use portable electric space heaters in any building on campus.
- g. Only connect portable power taps and extension cords directly into wall receptacles.
- h. The use of candles is prohibited in any Campus building.
- i. Never install replacement bulbs in lamps that exceed the maximum rated wattage.
- j. 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 a fire alarm situation. See Attachment #2 and #3 for Residence Hall and Academic building floor plans for exiting.

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

Emergency situations that may require evacuation could be the result of:

Fire

Gas Leaks

Natural Disasters

Hazardous Materials Incidents

Explosion

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.

Dialing 911 from a Campus phone will connect you to University Police. Dialing 911 from a cell phone will connect you to the St. Lawrence County 911 Dispatch Center. You will need to tell the operator information about the emergency and that you are at SUNY Canton, the building name and building room number or area.

EVACUATION GUIDELINES

1. When an alarm sounds prepare to evacuate the building by way of the nearest emergency exit if it is safe to do so. If close by bring your coat, car keys, purse etc. Walk, do not run. Do not use elevators. Reference **Attachment #2 and #3** for **Building Floor Plans** indicating exit, pull station, and fire extinguisher locations.
2. Close all doors as you leave. This will help to contain the fire.
3. 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.
4. If you encounter smoke stay low to the floor, crawl if necessary. Place a wet cloth over your nose and mouth to act as a filter to breathe. Breathe shallowly through your nose if you can.

SHELTER IN PLACE

In the event you are unable to exit the building you should “SHELTER IN PLACE”

Stay in your room, remain calm; do not panic.

Seal the bottom and sides of your door with a wet towel to prevent smoke from entering your room if needed.

Communicate your situation to University Police and / or Canton Fire Dept. by:

Signaling for help from a window. Use a towel, clothing, sign etc. and

Calling 315-386-7777 from a cell or 7777 from a Campus phone for assistance.

Calling 911 from a campus phone will connect you to University Police. Calling 911 from a cell phone will connect you to the St. Lawrence 911 Dispatch Center.

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.

5. 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 **Attachment #1, Assembly Locations and Site Map.**
6. 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.
7. For Residence Halls at the assigned assembly locations, Resident Directors (RD) and Resident Assistants (RA) 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 or RA 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.

8. 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. University Police may also utilize an air horn to give the "all clear" signal to re-enter the building.

9. 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.
10. **Evacuees with Disabilities:** Special provisions are necessary to evacuate students or visitors with disabilities. The individual with the greatest amount of responsibility for a safe and swift evacuation will be the person with the disability. Students should familiarize themselves with exiting from all campus buildings that they frequent. Additionally, when assisted in the event of an emergency, the disabled student must take the initiative in giving clear, concise directions for their safe removal. During a fire emergency, people with disabilities must either shelter in place or be assisted to the appropriate exit. If they are to be assisted, this procedure shall be initiated by the Resident Life staff, Building Administrator, or University Police present. Faculty may need to assist in orchestrating the disabled student in evacuating their classroom and the building where their class is being taught. **SUNY Canton recommends that any student with a permanent or temporary disability register with the Student Accessibility Services Office.** This will ensure a personal plan for evacuation will be developed prior to any emergency. For more info please see The Student Accessibility Services webpage at:
<http://www.canton.edu/accessibility/>

Please reference **Attachment #5, Accessibility Site Map** for accessible exits / entrances from all campus buildings.
11. **Elevators:** When the fire alarm sounds: **Do Not use the elevators.** The elevators will become inoperable to all persons and will be only for fire department use. 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. Students or visitors with disabilities should proceed to the nearest stairwell or shelter in place, communicate their situation and wait for assistance to evacuate. Please see **"Evacuation Guidelines"** section for details.

BUILDING SPECIFIC FEATURES FOR FIRE SAFETY

FIRE EXTINGUISHERS

There are fire extinguishers located throughout every building on campus. With proper training a fire extinguisher can be used to fight small "trashcan" size fires or assist you in exiting a building. The Canton Environmental Health and Safety office provides fire extinguisher training to students and staff at various times during the year including RA Fire Safety Training Day and The Campus Fire Safety Day.

Please note: 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.

EMERGENCY VOICE ALARM COMMUNICATION SYSTEMS

The CARC or Roo's House, Dana Hall and The Miller Campus Center 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.

STAIRWELLS

Stairwells on campus are constructed of materials which can restrict the passage of smoke and fire to give the persons evacuating enough time to exit the building in a fire emergency. They are fire rated for 2 hours meaning that the materials will hold up to fire for 2 hours before failing. This will also hold true for most buildings that you encounter every day.

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, ASSISTANTS & FACULTY

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

Note: For a list of Building Administrators please see Attachment #4

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.

CONTACT INFORMATION

For more information on the Emergency Evacuation and Fire Safety Plan and procedures, please contact your Building Administrator, University Police, or the Environmental Health & Safety Office.

EH&S Office:

Environmental Health & Safety Office
Jeffrey Merrill
merrillj@canton.edu
Phone: 315-386-7997

Miranda Turnbull
turnbullm@canton.edu
Phone: 315-386-7197

University Police Department

Phone: 315-386-7777

For building maintenance, including fire safety systems and housekeeping information, please contact the Physical Plant Department at 315-386-7222.

The Student Accessibility Services Office in the Miller Campus Center Rm. 235 can be reached at:

Phone: 315-386-7392 Web page: <http://www.canton.edu/accessibility/>

Note: This plan can be found on the Environmental Health and Safety website at:

<http://www.canton.edu/ehs/>

A link to the plan is also on the University Police website at:

http://www.canton.edu/university_police/

Attachment #1- Assembly Locations and Site Map and attachments #2 and #3- Building Floor Plans which are password protected can be found on the SUNY Canton Online Course Management System Brightspace.