

SUNY Canton EH&S Memo 9/16/21

Kennedy Hall

Fire Alarm Response and Evacuations

What to do if there is a Fire Alarm activation in Kennedy Hall!

If you set off the alarm in your suite by mistake (i.e. Cooking etc.) and there is **no fire**, all suite occupants must evacuate the suite and travel down to the first-floor lobby, to wait for University Police.

If you know there is a fire in your suite, then evacuate the suite, pull the nearest fire alarm pull station to sound a general alarm (indicated by the flashing strobes in the corridors and common areas) and then evacuate the building.

If your suite is the only suite that the fire alarm is sounding in, University Police on their arrival will investigate the alarm. If they find **no fire**, they will reset the system and let you back into your suite.

At all times if the fire alarm sounds and you evacuate your suite to find the building in general alarm you must evacuate the building.

The Kennedy Hall Primary Assembly Location is the front sidewalk parallel to the loop road in between the light poles.

For any questions, please contact your RA or the SUNY Canton Environmental Health and Safety office at 315-386-7160.