

## KEEP EXITS CLEAR & FIRE DOORS CLOSED

**Nothing is to be stored** in hallways, stairwells, OR exit ways. Blocked exit ways can cause pile-ups of fallen people during an emergency. Items found in exit ways will be removed. Bicycle locks will be cut if necessary.

### **Trash and recyclable materials should be placed in the appropriate containers as soon as possible.**

Papers, plastics and other trash can catch fire easily and emit highly toxic smoke. Placing these materials in trash cans and recycling bins can help minimize the fire hazard. Never store trash in hallways or stairwells.

**Fire doors should never be propped open.** Fire doors are designed to stop or delay the spread of smoke, toxic gasses and fire. These doors should close automatically and are commonly found in hallways and stairwells. Your escape route could be blocked by smoke or fire if fire doors have been propped open.

### **Exit signs help show you where exits are located.**

Report unlit or damaged exit signs to your building staff.

## PARTICIPATE IN FIRE DRILLS & REPORT FIRE-RELATED CRIMES

**Fire drills or emergency evacuation practices are mandated by the New York State Education Law (Section 807).** Environmental Health and Safety conducts fire drills in University-owned residential buildings annually to allow you to practice your escape plan. Always leave the building immediately when the alarm sounds.

### **Report fire-related crimes, including vandalism to fire safety equipment and arson.**

Vandalism and tampering can render safety equipment inoperative. Activating the building fire alarm system or discharging fire extinguishers in other than an actual fire-related emergency is a criminal offense. Make sure you report any damaged equipment to the building staff. Arson is one of America's fastest growing and costly crimes. Arson can place life and property at risk. Help eliminate arson by watching for it and reporting it.

## UNDERSTAND YOUR BUILDING'S SAFETY EQUIPMENT

**Smoke detectors are designed to quickly alert you in the event of a fire.** Smoke detectors are very sensitive to dust, insects, steam, cooking and smoke. Hallway smoke detectors are connected to your building's fire alarm system and will alert University Police. The smoke detectors in student rooms are designed to sound a local alarm and alert the occupant of a fire in the room.

**If the smoke detector in your room malfunctions, report the problem to residence hall staff. NEVER disconnect, dismantle or otherwise tamper with a smoke detector in your residence hall.**

**Fire extinguishers** are located throughout the hall. However, fighting a fire requires special knowledge and technique. As such, DO NOT attempt to extinguish a fire if you are not properly trained. ALL fires, no matter the size, must be reported immediately to University Police at 312-5555.

We expect all residential students to read the following Fire Safety Standards, related to residence halls, at: [oswego.edu/reslife/fire](http://oswego.edu/reslife/fire)

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UNIVERSITY POLICE DEPARTMENT  
and  
RESIDENCE LIFE AND HOUSING

# FIRE SAFETY

## FOR RESIDENCE HALLS



**EMERGENCY  
312-5555**



## IN CASE OF FIRE

If you smell smoke, see flames or are alerted to a fire:

- **Activate the building fire alarm.** If the alarm fails to operate or there is no alarm system, warn other occupants by knocking on doors and shouting as you leave.
- **Leave the building immediately.** Do not attempt to rescue others unless you can do so safely. Never re-enter a burning building.
- **Call University Police 312-5555 from a safe location.** Give the dispatcher as much information as possible. Stay on the line until the dispatcher ends the call.

## TO SURVIVE A FIRE

**Stay low in smoke.** If you encounter smoke, get down onto the floor and crawl to the exit. Cleaner, cooler air will be near the floor.

**Feel doors with the back of your hand before opening them.** If the door or knob is hot, don't open the door. If the door and knob are cool, brace yourself against the door and open it slightly. If heat or heavy smoke block your exit, close the door and stay in the room or find another way out.

**Always use the nearest exit or exit stairway.** *NEVER use an elevator during a fire.* The elevator shaft may fill with smoke or the power may fail and leave you trapped.

**Always activate the fire alarm before fighting a fire.** In the event of a fire, while exiting the building, activate the fire alarm pull station adjacent to the building designated emergency exit. While exiting, close ALL doors behind you.

## IF YOU BECOME TRAPPED

**Keep the doors closed.** Seal vents and cracks with tape, towels, sheets, etc. to keep out smoke.

**Open a window but don't break it.** Opening a window helps let smoke out and fresh air in. Never break the window because you may need to close it if smoke enters the room from the outside.

**Signal for help.** Hang a brightly colored object (jacket, sheet, shirt, etc.) out the window to attract the

fire department's attention. Shout for help. Call University Police at 312-5555 and let them know where you are trapped.

## IF YOU ARE ON FIRE

**Stop, Drop, and Roll.** If you or your clothing catches on fire, stop where you are, drop to the ground or floor and roll your body to smother the flames. Never run, running only fans the flames and makes the fire worse.

**Cool burns quickly with water.** Use cool tap water to cool burns. Never use ointments or butter on a burn. Always seek medical attention for any large serious burn.

## PLAN AHEAD TO PROTECT YOURSELF

**Plan your escape routes.** You should always know at least two ways out of any building. Take the time to familiarize yourself with the exits before an emergency occurs.

**Know where emergency equipment is located before you need it.** Locate exits and fire alarm pull stations prior to needing them in an emergency. Fire alarm pull stations are located adjacent to the emergency evacuation route.

**Always leave when the alarm sounds.** Never assume that it is a false alarm or fire drill. Fire and smoke may spread quickly through the building during an actual fire. Fires do occur in campus buildings, so never ignore an alarm.

## HELP PREVENT FIRES & HAZARDS

**Cook only in kitchens and never leave food cooking unattended.** You should never cook in rooms or in hallways. Heat from cooking equipment could ignite papers, bedding or other materials in your room. Never leave food cooking unattended on the stove or in the oven or microwave. Unattended cooking is a leading cause of fires and false alarms in residence halls.

**Eliminate electrical hazards.** Never overload outlets or power strips. Using electrical "octopuses" to obtain more outlets can overload circuits and cause a

fire. Only circuit breaker protected multi-outlet power strips are permitted in residence halls. Never staple or nail a cord in place and never run it under a carpet, through a doorway or into a hallway.

**Use appliances safely.** All appliances must be UL approved and be in good working order. Use cooking appliances only in kitchens and use irons only in laundry rooms. Unplug appliances when they are not in use; never leave them unattended and do not store them until they are cool to the touch. Any prohibited appliances found in the residence hall will be confiscated by Residence Life & Housing staff and will not be returned to the owner.

**Reduce combustible items.** To minimize combustibility within your room, no more than 10% of your walls can be covered (pictures, posters, etc.). Suspending combustible materials, such as tapestries, curtains, flags, fishnets, etc., is strictly prohibited. Window curtains must meet NFPA 701 standard. Additionally, any personal furniture must meet NFPA 701 standard.

**Hazardous materials and flammable liquids are not allowed in residence halls.** Acids, solvents, gasoline, kerosene, paint thinner, propane, charcoal lighter fluid, flares, fireworks, etc. may not be stored in residence halls.

**Open flame sources such as candles, incense, propane and charcoal grills, etc. are prohibited in residence halls.**

**SUNY Oswego is a tobacco and smoke free campus.** Smoking of any kind and other uses of tobacco products on campus, at extension campuses, at all indoor and outdoor events, College-sponsored programs and activities off campus, in personally-owned vehicles parked on campus, and all vehicles and equipment owned, leased or operated by the College and its affiliate organizations is strictly prohibited. Use of tobacco products other than smoking products and other smoking apparatus such as pipes, hookahs, and e-cigarettes, etc. is also prohibited.

✓ **NOTIFY University Police at 312-5555 of all fires – even if you think the fire is out.**