

## ***SUNY COBLESKILL FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES***

### **Before a Fire or Other Emergency Evacuation**

- Know the locations of fire alarm pull stations in your area and how to work them
- Know the location of TWO exits from your area. Plan a primary and alternate route and learn them so you can find your way in the dark or dense smoke.
- Know the locations of and how to use the fire extinguishers in your area. (Use an extinguisher only if you know how and if it's necessary for your own safety.)
- Participate in all college fire drills (at least once per year).
- Most fires are preventable. Practice fire prevention every day. (Note: The Environmental Health and Safety Office is responsible for conducting employee fire training. You are responsible for attending.)

### **In Case of Fire**

- If you notice fire, smoke, or any evidence of fire, activate the building fire alarm. (Pull stations are clearly marked and located near the exits.)
- Call 5555 – University Police Department to give the location and description of the fire. If fire is large or spreading rapidly, call after you have left the building.
- Go to the nearest Exit and leave the building. **DO NOT USE THE ELEVATORS!!!**
- Close as many doors and windows in the vicinity of the fire as possible on your way out.
- If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after evacuation has started, and the emergency number 5555 has been called. Do not try to fight a fire if it is spreading rapidly or could block your escape route. REMEMBER – your first responsibility is personal safety.
- Once outside, stay clear of the building and out of the way of emergency services.
- Gather at a pre-determined place. DO NOT re-enter the building unless told to do so by University Police or the Fire Department.

### **To Survive a Building Fire**

- Do not walk through or stand in a cloud of smoke. **Crawl low under smoke.**  
***Stay low – and go.***
- Before opening any doors, feel the door. If it is warm, do not open it. If it is cool, brace yourself against the floor, open it **slightly**, and if heat or heavy smoke are present, CLOSE door and stay in the room.
- If you get trapped in your room, **keep the door closed**. Seal cracks and vents. Open windows from the top and bottom.
- **Signal for help**. Hang an object out the window (bed sheet, jacket, towel). If there's a phone in the room, call 5555 and report your location. Sometimes it's safer to stay in place. **Don't panic and Don't jump.**

### **If you are on Fire**

- If your clothes catch on fire, **STOP, DROP, and ROLL**. Rolling smothers the fire.
- Use cool tap water on burns immediately. Don't use ointments. If skin is blistered, dead white, brown or charred, call for an ambulance.