

GENERAL SAFETY

- Are ceiling tiles in place and in good condition?
- Are all walking surfaces free of tripping and slipping hazards?
- Is the workplace and storage areas clean and orderly?
- Are stored materials secured and limited in height to prevent collapse?
- Are all emergency phones is working order?

FIRE SAFETY

- Are the exits, exit aisles, or corridors free of obstacles and combustible storage?
- Are the fire doors kept closed at all times?
- Are emergency exit signs visible and working?
- Is material stored at least 18" below all sprinkler heads?
- Are fire alarm pull stations and portable fire extinguishers visible and unobstructed?
- Is the use of candles and hot plates prohibited?
- Have the portable fire extinguishers been visually inspected?

ELECTRICAL SAFETY

- Are extension cords used only for temporary purposes?
- Are extension cords prevented from running through walls, ceilings, or doors?
- Are cord guards provided across an aisle or other passageway?
- Do all multiple outlet strips have a circuit breaker?
- Are covers maintained on all electrical switches, outlets and panels?

TEMPORARY HEATERS

- Do all heaters have a working tip over switch?
- Are combustibles kept 24" from all sides and tops of heaters?
- Are all electric space heaters plugged directly into the wall (no extension cords)?

If you have any questions, please contact the EH&S Fire Marshal's office at 632-9678

EMERGENCY PLANNING

1. Review emergency procedures in the Building Emergency Plan, including emergency evacuation procedures and exit routes, with all employees in your department or area.
2. Ensure that emergency phone numbers are posted at or near telephones.
3. Develop emergency contact lists (phone trees) for your department or area.

HSC EVACUATION PROCEDURES

Fire Alarm Bells warn you of a fire alarm condition on your floor. When you hear the fire alarm bell you should evacuate, as follows:

Tower Levels 8 - 19: All occupants are to evacuate down two (2) floors by way of the nearest stairs to an area where bells are not ringing. BST Levels 5 and 6 should exit to the outside.

Network Levels 1-5: All occupants are to move to the outside by the closest exit.

Fire Alarm Chimes alert you a fire alarm condition exists on another floor. You should be prepared for the possibility of evacuation. In the event of an actual fire requiring your evacuation, the BELLS on all floors will be activated or instruction will be given by fire, police or security personnel.



Emergency Management Coordinators

Gary J. Kaczmarczyk, Assistant Director
Environmental Health & Safety
(631) 632-9670

Douglas F. Little, Deputy Chief
University Police
(631) 632-7786

www.stonybrook.edu/sb/emergency

SAFETY WARDEN

Ready to Respond



**STONY
BROOK**
STATE UNIVERSITY OF NEW YORK

What is a Safety Warden?

Safety Wardens are volunteers who are trained on their Building Emergency Plan and assist with communications, evacuation and coordination of people, within the building that they work in, when an emergency occurs. The Safety Warden program was developed through a partnership between Building Managers, EH&S Fire Marshals and University Police Officers, with the cooperation of departments, programs, and volunteers who choose to serve as Safety Wardens, and are ...



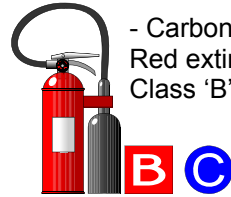
Ready to Respond!

When a fire alarm sounds or an emergency situation develops, Safety Wardens take immediate action to report the emergency, alert building occupants in their area and initiate an evacuation to a designated assembly area. Here are some specific actions to take in an emergency.

1. Report all emergencies to University Police. Dial 911 from any campus phone or 632-3333 from any pay or cell phone.
2. Conduct an initial check of your area, alert building occupants and advise them on the appropriate action to take.
3. Assist in the orderly evacuation of occupants by directing them to the nearest exit and ask them to remain at the assembly area.
4. Assist individuals with physical disabilities to an area of refuge, if they can not evacuate, and advise emergency responders about their location.
5. Conduct a check of rooms and secure areas (i.e. close doors) once checked.
6. Advise Emergency Coordinators and emergency responders, on the status of evacuation or emergency conditions.

Fire Extinguishers

- Pressurized Water Extinguisher Silver can Class 'A' fire (wood, paper, trash)



- Carbon Dioxide Extinguisher Red extinguisher, Cone on nozzle Class 'B' (liquids) or 'C' (electrical) fire

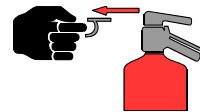
- Dry Chemical (ABC Extinguisher) Multi-purpose, Class ABC fire



Think P.A.S.S. to Use Extinguishers

Fire extinguishers are located in all buildings as "First-Aid" for small fires. Know where your nearest extinguisher is and how to use it before a fire starts.

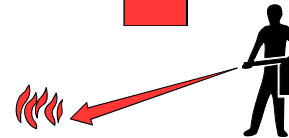
Pull the pin.



Aim at base of fire.

Squeeze the handle.

Sweep nozzle side to side.



CAUTION: Call University Police before using an extinguisher. Never attempt to use more than one extinguisher to put a fire out. If you need more than one extinguisher the fire is too big and additional resources are needed.



Planning for Persons with Physical Disabilities

Persons with a temporary or permanent disability may need some additional planning or assistance. You can assist by...

- Identify primary and secondary routes out of an area to the exits or a safe area of refuge. Stairwells are designed to provide protection from smoke and fire, however, doors to these areas must be kept closed in order to afford this protection.
- Locate communication devices (phones, call boxes)
- Help to establish a Buddy System with individuals who are familiar with their disability and can assist during an evacuation.
- Call University Police (ext. 911, 632-3333) and describe where you are located within the building.
- When the alarm sounds proceed to the nearest exit and evacuate the building with assistance from your buddy.
- If no one is able to assist you down the stairs, proceed to the stairwell or designated area of refuge and inform other evacuees that you need immediate rescue. Ask individuals to inform rescuers of your whereabouts.

Safety Warden Equipment



Wear your safety vest to identify yourself to emergency responders and building occupants.

Keep all radio transmissions short, clear, and concise.



Be prepared for dark or smokey conditions.