IF YOU DISCOVER FIRE:
If you discover fire in your area and the fire alarm system has not been activated, proceed as follows:

- Close the door to the area with fire
- Activate the fire alarm pull station closest to the location of the fire, if it is safe to do so.
- Call University Police at 5555 and 9-911 to report the fire.
- Notify your Fire Warden and assist with evacuating the area to the designated safe area.
- Do not use a fire extinguisher without prior training.
- Elevators are not to be used for evacuation, unless ordered by the Fire Department of New York City.
- If smoke is present during evacuation, stay low under the smoke and crawl to the nearest safe exit.
- Assist with relocating persons with disabilities into the designated holding area, then call University Police 5555.

FIRE ALARM SYSTEM:
The building's fire alarm system can be activated through three mechanisms:
• Manual Pull Station
• Water flow through Sprinkler Head
• Smoke Detection devices

Fire alarm pull stations are located by each exit on every floor; learn the location of the station closest to your area.

To activate a fire alarm station: Flip open the cover; Pull the lever all the way down to the tip of the arrow, Release the lever and Alarm will sound with unique code.

General Codes:
Sprinkler Activation 5 - 4
Smoke Detector Activation 10 - 2
All Clear Signal 1 Gong
Shelter-in-Place 2 Gongs

FIRE SAFETY PLAN:
The College is equipped with a fire protection system capable of detecting and suppressing fires as well as alerting occupants. The College Fire Brigade is made up of members of the University Police, Facilities, and Maintenance Departments. Members of the Fire Brigade have been trained and have various roles during any fire emergency in the College. The following are the roles that are defined and assigned in the College's Fire Safety Plan:

- Building Fire Safety Director
- Deputy Fire Safety Director
- Building Evacuation Supervisor
- Building Fire Brigade
- Every Floor has: Fire Warden, Deputy Fire Warden, and Searchers

For your Safety, whenever the fire alarm is activated, you must follow the plan of action for a horizontal evacuation to the designated safe area on your floor, which is located along the B and C exit hallway.

The Fire Command Station will announce the next step of action via the Public Address System or to your floor’s Fire Warden through the Emergency intercom speaker.

At the conclusion of the emergency, an all clear signal will be sent by sounding a single gong on the fire alarm system, followed by a Public Address announcement.
FIRE SAFETY PRECAUTIONS:

• Don’t overload electric outlets and use UL listed power strips.

• Don’t obstruct exits, stairwells, hallways, and fire doors.

• Don’t leave appliances unattended (coffee pots, kettles etc).

• Don’t use candles, lighters, and matchsticks during a blackout emergency.

• If your clothes is on fire; Stop, Drop, and Roll.

• Good housekeeping is essential for a fire safe work place.

• Plan and Practice your escape; be familiar with all the exits on your floor and actively participate in all evacuation drills.

• Smoking is not permitted in the premises. It is the Law.

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Important Campus Numbers

On Campus Emergencies:
Dial Extension 5555

Medical Emergencies:
Dial Extension 5555
Dial Extension 4091 for Nurses

University Police Information Desk:
42nd Street Main Desk 5566
43rd Street Desk 5567

Fire Safety Director:
Dial Extension 5578

Environmental Health and Safety Officer:
Dial Extension 5581

Fire Command Station Floor 3M
Dial Extension 5579
5944

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Fire Safety Tips Provided by:

University Police Department
SUNY State College of Optometry
33 West 42nd Street
New York, NY 10036

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FIRE SAFETY GUIDE FOR STUDENTS AND EMPLOYEES

USEFUL RESOURCE FOR SUNY, STATE COLLEGE OF OPTOMETRY COMMUNITY