

The responsibilities of the Floor Marshals are:

be familiar with this building plan and procedures
assist in evacuation by encouraging occupants to leave and communicating
evacuation routes to occupants
make note of any occupants that may be left in the building and immediately provide
this information to the Public Safety or other emergency responders
when notified by Public Safety, communicate to occupants that it is safe to re-enter

SECTION II FIRE SAFETY PLANNING

The following steps have been taken in planning for fire safety and emergency evacuation of this building:

1. All exits are labeled and operable. Note: until the smoke control system is adjusted, Public Safety will be dispatched during all alarms to ensure the East and North exterior entrance doors are physically open for occupant exiting.
2. Evacuation route diagrams have been developed by Physical Plant and are posted on all floors.
3. All fire prevention and controls systems in buildings are inspected, tested, and maintained as per NYS Fire Code and applicable NFPA codes.
4. A campus site plan indicating the location of fire hydrants, emergency phones, and normal routes of fire department vehicle access has been developed by Physical Plant.
5. Designated assembly areas outside the building have been identified for evacuation.
6. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
7. All Floor Marshals have been familiarized with their specific duties.
8. Fire drills to ensure occupants are familiar with emergency evacuation procedures are held three times per year to coincide with the academic calendar.
9. A brochure entitled, "In Case of Emergency" has been developed and distributed to the campus community.

SECTION III EVACUATION PROCEDURES

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified by Public Safety to evacuate the building.

Hazardous materials include chemicals, biological or radioactive materials. Lab

7. **Occupants will not re-enter the building** until advised to do so by Public Safety, or the Fire Department. After the Fire Department has left the scene, Public Safety in consultation with other response departments has final authority to release the building for re-occupancy.
8. If members of the press are on scene, they will be referred to the Director of Communications & Marketing, for information concerning the emergency. Depending on the nature of the emergency, a media staging area will be established and be staffed by members of the Office of Communications & Marketing.

SECTION IV EMERGENCY RESCUE & MEDICAL AID

If someone is injured, Public Safety will be contacted immediately at 911 from any campus phone or 629-7210. Do not move the injured person unless there is a danger to their safety.

For minor injuries, employees and students will report to the Health Office located ie

Severe Weather

When notified of a severe weather warning such as a hurricane, tornado, severe thunderstorm, high winds or other natural catastrophe, building occupants will not leave the buildings, but will follow the concept of "shelter in place" as follows:

1. In the event you are notified of severe weather requiring occupants to take shelter, move to a sheltered area of the building immediately. Safe places during severe weather are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, gymnasiums, atriums, or other areas with large, free-span roofs. **Do not seek shelter in the ice rink or fieldhouse.**
2. Faculty may use this statement in informing their students:

"There is a severe weather warning. Class is dismissed. Please seek shelter in the lowest level or a room without windows." If the classroom is an interior room, instruct students to stay where they are.
3. Public Safety will notify occupants when the weather emergency is over.

Floods

Should flooding occur in this building, occupants will follow these procedures:

1. Immediately contact your supervisor or Floor Marshal and notify Physical Plant at 7356. If after normal working hours, contact Public Safety, 7210. Report the location, extent of flooding, and any damage.
2. Leave the area, turning off or unplugging any electrical equipment in the area. Also shut down any machinery or processes that do not need to be left on.
3. If it appears that flood water has mixed with any hazardous materials in the vicinity, notify Physical Plant or the Director of Environmental Health & Safety. Assistance in containing and cleaning up the area will be provided by outside trained professionals.
4. Mitigation of the flooding and clean up of the area will be coordinated through Physical Plant. EHS will evaluate clean up procedures and any potential for mold growth.