Emergency Planning

Safety Wardens can help ensure a safe and effective response to emergencies by working with their Building Manager, Fire Marshals and University Police. Consider the following for your department and areas.

1. Familiarize yourself with your Building Emergency Plan.
2. Review emergency evacuation procedures, including primary and secondary exit routes, with employees.
3. Ensure that emergency response phone numbers are posted at or near telephones.
4. Develop emergency contact lists (phone trees) for your department or area.
5. Help persons with a temporary or permanent disability plan for their special needs:
   - Identify a safe area or refuge in stairwells or other designated areas to provide protection from smoke and fire if they can not use stairs.
   - Help establish a Buddy System with individuals who are familiar with their disability and can assist during an evacuation.

Safety Checklist

☐ Are all emergency phones in working order?
☐ Are emergency contact numbers posted?
☐ 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?
☐ Are fire alarm pull stations and portable fire extinguishers visible and unobstructed?

Safety Warden Equipment

1. Wear your Safety Warden vest to identify yourself to emergency responders and building occupants.
2. Keep all radio transmissions short, clear, and concise.

EMERGENCY COMMUNICATIONS

SB Alert is a comprehensive notification structure used to alert the campus community in the event of a major emergency and to provide important safety and security information, including:

Fire Alarm Systems: Used to alert building occupants of an emergency inside the building. When the fire alarm sounds, everyone must evacuate the building.

Voice, Email and Text Message: Sign up and update your contact information on the SB Alert Emergency Notification Registration page in SOLAR.

Outdoor Warning Siren: Used to alert individuals in outdoor areas of imminent danger situations.

University Website: Alert information will be posted on the homepage and on the SB Alert website: http://stonybrook.edu/sb/emergency/alerts.shtml

Additionally, Alert information will be communicated through the Campus Cable TV, WUSB 99.1FM and external media sources. For more information please go to the Emergency Management Website.

Colby Rowe
Director, Office of Emergency Management
www.stonybrook.edu/emergency
(631) 632-3046

SAFE
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Ready to Respond
What is a Safety Warden?

Safety Wardens are volunteers who are trained to assist with communications, evacuation and coordination of building occupants when an emergency occurs.

The Safety Warden program is coordinated by Emergency Management, through a partnership between Building Managers, EH&S Fire Marshals and University Police Officers.

Safety Wardens are volunteers who choose to serve and are ready to respond.

Outdoor Warning Siren

In the event of an emergency that presents imminent danger, the University will sound an outdoor siren.

The siren Alert (High-Low) tone may be used for extreme weather emergencies, such as a tornado warning, hazardous material spill, or other dangerous situation.

When the siren alert tone sounds individuals are urged to take the following actions:

- **S** STOP what you are doing
- **O** OBSERVE your surroundings for danger.
- **S** SHELTER indoors and seek additional information.

Upon hearing a siren, or receiving information about an outdoor emergency, Safety Wardens will:

1. Turn on their two-way radio.
2. Communicate with their Building Manager, if available.
3. Alert building occupants and advise them on the appropriate action to take.
4. Seek additional information from the SB Alert website (e.g. shelter in an interior room away from windows and doors.)

When it is determined that the situation no longer poses a danger, a separate and distinct All-Clear (discontinuous Air Horn) tone will be sounded.

Fire Extinguishers

- Pressurized Water Extinguisher Silver canister Class ‘A’ fire (wood, paper, trash)
- 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 extinguishers are and how to use them before a fire starts.

- **P**ull the pin.
- **A**im at the base of the fire.
- **S**queeze the handle.
- **S**weep the 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.

In case of an Emergency

Call University Police
Dial 911 from any Campus phone
Or (631) 632-3333