

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.
3. Keep a charged flashlight handy.

SB ALERT

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

SAFETY WARDEN

Ready to Respond



Stony Brook
University

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 provided a portable radio to communicate with the Building Manager or the Emergency Management Team. They are also issued a vest so they are easily identified by building occupants.



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

READY TO RESPOND

Building Evacuations

If a fire alarm sounds, or if an evacuation is required for any other emergency, Safety Wardens will:

1. Turn on their two-way radio.
2. Communicate with their Building Manager.
3. Alert building occupants and advise them on the appropriate action to take.
4. Assist in the orderly evacuation of occupants by directing them to the nearest exit and ask them to remain at the outdoor assembly area.
5. Assist individuals with physical disabilities to an area of refuge, if they can not evacuate, and advise emergency responders of their location.
6. Conduct a check of rooms and secure areas (i.e. close doors) once checked.
7. Advise Emergency coordinators and emergency responders on the status of evacuation or emergency conditions.

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.



**In case of an Emergency
Call University Police
Dial 911 from any Campus phone
Or (631) 632-3333**

Fire Extinguishers

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



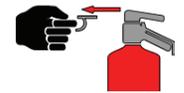
- Dry Chemical (ABC Extinguisher) Multi-purpose, Class ABC fire



**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.

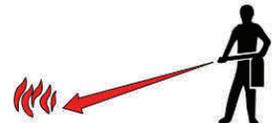
Pull the pin.



Aim at the base of the fire.

Squeeze the handle.

Sweep 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.