



# SAFETY GUIDE

## Fire Alarms and Evacuation

**SPECIAL COVID-19 MESSAGE:** Upon hearing a fire alarm, all persons should exit the building without delay. Wear your face coverings and maintain social distance as you leave, while outside, and when returning to your class, workspace, or residence.

In a fire, seconds count. Knowing what to do in advance of a fire alarm signal can save your life, and the life of others. Fire drills are conducted each semester to familiarize building occupants with the signals in their building. Everyone should take every fire alarm seriously, know at least two ways out of the building and evacuate immediately upon hearing a fire alarm.

### What to do When the Fire Alarm Sounds

- Stay calm. Do not panic.
- Always treat each alarm activation as a real emergency.
- Stop what you're doing.
- Grab your keys, ID and wallet/purse, if in close proximity.
- Feel your door for heat before opening it.
  - If your door is hot, remain inside.
  - Call University Police (631-632-3333) to report your location.
- Exit your room and close your door behind you.
- Proceed to the nearest exit door.
- Do not use elevators. Always take the stairs.
- Exit the building and move a safe distance away.
  - Do not block the entrance to the building.
  - Stay at least 25' away from the building.
  - Do not stand in active parking areas or roadways.
  - Remain in the area and advise emergency responders, if
    - you believe that others may still be in the building,
    - you have knowledge about the cause of the alarm.
- Wait for the all-clear and other instructions.
  - Do not re-enter the building until a Fire Marshal, Police Officer, Safety Warden, Fire Department or other campus official tells you that you can.
  - Don't assume that because the fire alarm has stopped, you can re-enter the building.

## FIRE SAFETY EMERGENCIES



If you are unable to evacuate due to a temporary or permanent disability:

- Proceed to the nearest stairwell or area of refuge.
- Position yourself so as not to block or impede the pedestrian flow or stairwell access.
- Ask a colleague/friend to remain with you.
- Contact University Police (631-632-3333) and advise them of your location
- Remain there until emergency personnel evacuate you or the "All Clear" is given.
- Note: Emergency personnel will only come to your location if it is deemed necessary to evacuate you from your location.

### Fire Alarm Signals



Every building on campus has a fire alarm system that includes a signaling device to alert occupants of the need to evacuate for a fire or other emergencies. Many of our buildings have voice capable fire alarm systems that can send a voice message to building occupants with specific instructions.



In case of Emergency Call University Police  
Dial 333 from any campus phone, or (631) 632-3333

For more information...  
please contact the University Fire Marshals  
Phone: 631-632-9678  
Office: 129 Suffolk Hall  
Web: <https://ehs.stonybrook.edu/programs/fire-safety/>