OLLI at SBU Fire Safety

Emergency Evacuation

In the event of a fire, fire alarm or other emergency, the safe, orderly and prompt evacuation of building occupants is our number 1 priority.

PLEASE FOLLOW THE GUIDELINES BELOW:

If there is a fire or fire alarm:

• If you discover a fire or smoke condition, sound the building fire alarm by activating the nearest pull station and call University Police at (631) 632-3333.
• Exit quickly and calmly
• Know two ways out of your building.
• When leaving your room close the door behind you.
• Never attempt to re-enter the building until the “All Clear” is given.
• Do not use the elevators, use the stairs.
• Avoid using a cell phone or other electronic device during evacuation.
• Avoid congregating in the stairwells causing congestion
• Move at least 25 feet away from the building
• Listen for instructions from Safety Wardens, Fire Marshals or UPD

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.

Is the door hot?

• Before opening a door, feel the door, door knob and frame.
• If any feel hot, don’t open! If cool, open the door and evacuate.
• If you encounter smoke while evacuating, crawl or get as low as you can.

If you can’t evacuate due to smoke and/or fire:

• Close all doors between you and the smoke/fire.
• Stuff towels or clothing around doors to try to keep the smoke out.
• Call University Police at (631) 632-3333 and notify them of your location.
• While waiting for rescuers, signal from a window by hanging clothes out the window, waving an object or shouting.