

Finger Lakes Community College Fire Alarm Procedures / Fire Evacuation

R – Rescue and relocate anyone in immediate danger.

A – Alert others by activating the building fire alarm system and calling extension 7456 from a safe location.

C – Confine the emergency by closing the doors.

E – Evacuate immediately. Do not use elevators. Use stairs. If there is smoke in the corridor, stay in room, close and seal doors, dial extension 7456 for help, and stand by the windows.

- Before opening any doors, feel the door first. **If it is hot, don't open the door.** If it isn't hot, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and leave by an alternate exit.
- If you can't leave the room, keep the door closed. Open the windows from the top to let out heat and smoke AND from the bottom to let in fresh air. Seal the bottom of your room door and any air vents with a rug, blanket, or towel. Then hang a light colored object (towel, bed sheet, shirt, etc.) out the window to attract the fire department's attention. If there is a phone in the room, call extension 7456 and report that you are trapped. Be sure to give your building name and location. Do not hang up until the dispatcher tells you to.
- If you can leave the room, leave a light on and close all the doors behind you. Leave all materials in your room or office to avoid wasting time. Take your key in case you cannot reach an exit and you have to return to your room.
- Go to the nearest exit or stairway. If the first exit is blocked, go to an alternate exit or stairway.
- **Never use an elevator during a fire emergency.** A mechanical or electrical failure could leave you trapped at the fire floor or between floors.
- If you are not able to self evacuate, either proceed to an enclosed stairwell or to a **designated area of safe refuge**, depending upon your building. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell.
- If you go to a designated area of safe refuge, use the two-way communication device to contact Campus Safety, giving your exact location – building, floor and stairwell/room number.
- If all exits are blocked, go back to your room, close the door, and open the window, as previously described.
- Stand clear of the area after evacuating to give emergency apparatus and personnel room to maneuver. Go to a designated meeting area and stay there. If possible, call Campus Safety at extension 7213 from a neighboring area and give as much information as possible.
- Each person not involved in the emergency procedures should follow the directions of the fire department, Campus Safety, and other emergency personnel.
- No persons may re-enter an evacuated building until permitted to do so by Campus Safety.

- Each student and employee has the responsibility of knowing the location of the fire alarm station, fire extinguisher, and primary and secondary exit routes for primary place of occupancy while on College property. Should a fire be discovered or suspected, a fire alarm should be sounded immediately. If time permits, call Campus Safety at extension 7456 and activate the pull station.
- If you discover or suspect a fire, sound the building fire alarm immediately. All fires, even small ones, must be reported to Campus Safety immediately.
- When an alarm sounds, every building occupant shall evacuate the building immediately. Treat every alarm as an actual emergency.
- Be especially aware of handicapped persons in your building. They may need your help to reach a point of safety such as a stairwell. Report to the command post the location of the handicapped individual.
- Rescue others only if you can do so safely.

Pre-Emergency Preparation

- All members of the College community should become thoroughly familiar with their facility and the location of all its exits and areas of refuge.
- They should become familiar with the distinct sound of the fire alarm signal.
- They should seek out volunteers (buddy system) who might be able to assist them in an emergency.
- If wheelchair-confined, they should know the safest method people can use to assist them, and they should know how many people are needed to provide such assistance.
- Every person who is mobility-impaired as well as communication-impaired should place a sign on their wheelchair providing instructions on how they can be assisted. They should carry a loud whistle, horn, or similar device to alert people of their location if they become trapped or isolated.

Assisting an Individual with Disabilities

Under the assumption that Campus Safety will be the first responders to any fire incident, the Campus Safety department should be made aware, on an on-going basis, of those persons with significant physical disabilities working in any College facility.

Responsibility of Individuals with Mobility Impairment

It is critical to the health and safety of mobility-impaired persons that they are knowledgeable of their needs during an emergency evacuation. They should be expected to convey these needs to their professor, or supervisor, at the beginning of their employment or academic year. In the event of a fire emergency, an individual with mobility impairment may choose one of the following alternatives:

- Proceed to an enclosed stairwell, accompanied by a partner or “buddy” and wait inside the stairwell. Remain in the stairwell until the responding fire department arrives and safely completes the evacuation.
- Proceed to a designated “area of refuge”. Designated “area of refuge” should include an outside window, a two-way communication device and a fire-rated door.

- Defend in place. Seek refuge in rooms or sections of a building, that by virtue of its construction associated with the location of the fire, will provide a safe area for persons to remain during a fire until rescue is made. The door should be kept closed. If possible, individuals should call Campus Safety to advise them of their location.

Mobility Impaired – Wheelchair

Individuals who use a wheelchair may need to be evacuated with the wheelchair particularly, if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist the non-ambulatory person if the “buddy” can do so safely.

Mobility Impaired – Ambulatory

Individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance, should wait until heavy pedestrian traffic has cleared before attempting to use the stairways, in the event of imminent danger.

Hearing Impaired

Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their rooms or offices. Staff should be aware of those persons with hearing impairments and should attempt to provide assistance and guidance in the event of an emergency evacuation.

Visually Impaired

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide an individual with a visual impairment from the building. Special attention should be given to obstacles or route obstructions.

Speech Impaired

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or “buddy” capable of communicating with that individual should assist them during the evacuation.

Developmentally Disabled

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

Questions? Contact the Office of Campus Safety at extension 7213.