

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.

Fire Drills

- University Fire Marshals are required to conduct fire drills each semester, during the day and in the evening.
- All building occupants **must** evacuate the fire area upon activation of the fire alarm system. Occupants will not always know if the fire alarm was activated for a fire drill or an actual fire/smoke condition. It's not always *"JUST A DRILL"*
- Building occupants must evacuate in accordance with the emergency evacuation procedures. If you are working in a lab you **must evacuate** in accordance with lab safety procedures.
 - * Secure any open chemicals
 - * Secure open flames
 - * Close sash of fume hood

Who to Contact

To learn more about the new alarm system and procedures for evacuation, go to:

www.stonybrook.edu/ehs/fire/HSC-fire-alarm.shtml

Please contact the Fire Marshal office at 632-9678 or via email at EHSafety@stonybrook.edu

Environmental Health and Safety
110 Suffolk Hall
Stony Brook, NY 11794-6200
Tel: (631) 632-6410
Fax: (631) 632-9683
E-mail: ehsafety@stonybrook.edu



NEW HST/BST Fire Alarm and Evacuation Plan

In a fire - seconds count!



NEW HST/BST Fire Alarm System

The new fire alarm offers increased fire alarm coverage throughout the HST/BST. In addition the new system includes enhanced features to better serve the building occupants, such as addressable smoke and heat detectors. This feature results in faster identification of the activated detectors enabling responders to identify the incident location quicker and more efficiently. The system also includes a PA system allowing University Emergency Management to communicate with building occupants from UPD headquarters.

The HST/BST was constructed of fire resistant materials designed to prevent the spread of fire for an extended amount of time in order to contain the fire to a room or floor of origin. As a result, the entire building will not be required to fully evacuate. However due to certain circumstances authorities may choose to evacuate the building for the safety of the occupants. Occupants are required to evacuate in accordance with the HST/BST evacuation guide.

www.stonybrook.edu/ehs/fire/HSC-fire-alarm.shtml



To listen to audio clips of the different tones and messages, please go to

www.stonybrook.edu/ehs/fire/HSC-fire-alarm.shtml

Fire Zone Activation

Network Levels–HST 1-5, BST 1-3:

Network Level Message:

Sirens *“May I have your attention. May I have your attention please. A fire alarm has been reported in your area. Please evacuate the area using the nearest exit or stairway. Do not use the elevators.”* Sirens

Broadcast throughout the entire building:

Alert Tone *“May I have your attention. May I have your attention please. There has been a fire alarm reported in another area of the building. Please stay in place and await further instructions.”* Alert Tone

Tower Levels–HST 8-19, BST 5-9:

Only the floor in alarm must evacuate.

Tower Level Message:

Sirens *“May I have your attention. May I have your attention please. A fire alarm has been reported in your area. Please evacuate the area using the nearest exit or stairway. Do not use the elevators.”* Sirens

Broadcast throughout the entire building

Alert Tone *“May I have your attention. May I have your attention please. There has been a fire alarm reported in another area of the building. Please stay in place and await further instructions.”* Alert Tone

Alert Tone

The purpose of this tone is to advise occupants that a fire or smoke condition has been reported somewhere in the complex. Occupants should continue normal activities and listen for further instructions.

Alarm Tone

The alarm tone is used to notify occupants that a fire or smoke condition has been reported in your area. Occupants on the tower levels HST 8-19/ BST 5-9 should evacuate down to a floor not in the alarm. Network levels HST 1-5/BST 1-3 should evacuate to a lower level or exit the building.

All Clear Tone

The all clear tone will be heard by building occupants when the fire alarm system has been reset by the Fire Marshal’s office. Additionally Safety Wardens will be given the “all clear” via the Safety Warden radio.

Emergency

Call University Police - dial **911** from any campus phone or **(631) 632-3333**

