Fire Alarm Procedures

If you discover or suspect a fire, sound the building fire alarm immediately. **ALL** fires, even small ones **MUST** be reported.

Warn other building occupants as you leave by pounding on doors and shouting. Do not backtrack further into the building!

Be especially aware of people with disabilities in your building. They may need your help to reach a point of refuge such as a stairwell.

Rescue others only if you can do so safely.

If time and conditions permit, close all doors as you leave.

Go to a designated meeting area and stay there. If possible, call Security at X13 from a University phone, #413 from an AT&T or Verizon phone or 275-3333 from any other phone or from a neighboring area and give as much information as possible.

To request a training program, or to arrange for a fire safety inspection of your residence hall room or work area, or to seek further information about fire safety, call the Fire Marshal’s Office at 53243.

Voluntary fire safety inspections forms for student rooms are available at [www.safety.rochester.edu/fire/ResLifeGuidelines.html](http://www.safety.rochester.edu/fire/ResLifeGuidelines.html).

False Alarms

False alarms create apathy which could result in a failure to evacuate in a real fire. Also, false alarms create a needless hazard for responding fire fighters as well as pedestrians and vehicles along the response route. Moreover, other city residents are subject to a delayed response in the event of a real fire.

**Intentionally activating a false alarm is a crime!**
Non-Approved Appliances... (including but not limited to)

- George Foreman grills or similar cooking appliances
- Toasters, portable or toaster ovens, smokeless indoor grills, etc.
- Hotplates, electric skillets, crock pots, etc.
- Combination microwaves with broiling elements
- Submersion coil water heaters
- BBQ grills or open flames devices (charcoal, gas or other fuel
- Personal lighting that has an **upward facing** lamp (regardless of protective cover or bulb type
- Non-UL safety approved electric powered appliances
- All portable heating devices (space heaters or any type)

Non-Approved Items... (including but not limited to)

- Candles, lanterns, lamps or any other item that produces an open flame
- 3D printers
- Tobacco, incense or any other item that burns or smolders when used
- Hoverboards & self-balancing scooters
- All flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.)
- All items powered by combustible fuels (such as motorcycles)
- All fireworks, explosives, etc.
- All corrosive (or poisonous) chemicals and hazardous materials
- All lightweight extension cords or multi plug outlet adapters
- Heavy weight power strips or extension cords without safety circuit breakers and flexible (twisty) power strips
- Multiple approved power strips connected together (“chaining”)
- All cords extended through walls, ceilings, affixed to walls, under floor coverings, across corridors, etc.
- Curtains/drapes and anything covering ceilings (tapestries, banners, posters, nets or other combustible materials)
- Wall decorations covering more than 20% of walls (tapestries, banners, posters or other combustible materials)
- Crepe paper, plastic or Mylar decorations, ribbons, streamers, etc.
- Combustible materials as door decorations covering more than 20% of doors total
- Runners, door mats or other combustible floor coverings in hallways and suite corridors.
- All standard and “rope type” decorative string lighting (Christmas, chili pepper, etc., lights)
Hazards
The following hazards are those most commonly found in residence halls and office settings:

- **Electrical Abuse**
  Electrical “octopuses” or cube taps can overheat receptacles and cords which can result in fire. Extension cords and power strips are for limited use only and should not be used with any heat generating device. They should not exceed six feet in length, should be UL listed, three-pronged and at least as load bearing as the cord of the appliance being fed. Signs of abuse are flickering lights, dimming lights and exceptionally warm cords.

- **Corridor Obstructions**
  Fire safety codes dictate corridors be kept clear of obstacles. Residence hall corridors must have at least five-foot clear width. All office and laboratory corridors must have six feet of clear width. Corridor storage must be approved by the University Fire Marshal, and then all items must be stored on the same side. Bulk items such as excess furniture should be stored in designated areas, never in corridors. No supplies or equipment of any sort may be stored in fire exit stairways. Refer to the University Corridor Utilization Policy for specifics.

- **Obstacles**
  Storage of bicycles, chairs, desks and other items in exit ways is prohibited by law. Blocked exits have caused reduced exit times and entrapment.

Fire Evacuation Procedures

- **If** there is smoke in the room, keep low to avoid deadly smoke, heat and fumes.
- **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 air vents with a rug, blanket or towel. Hang a light colored object (towel, bed sheet, shirt, etc.) out the window to attract the Fire Department’s attention. Call 911 or Security (X13) and report you are trapped. Be sure to give your building name and location.
- **If** you can leave the room, leave a light on and close all doors behind you. 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 on the fire floor or between floors.
- Stand clear of the area after evacuating to give emergency apparatus and personnel room to maneuver.
- Follow the directions of fire, security and other emergency personnel.
Building Safety Features

Fire doors must be kept closed at all times, unless it has a magnetic hold open device. If fire doors are open during a fire, fire and smoke can spread unchecked. Stairways will act as chimneys and corridors will fill with smoke. If the doors are kept closed, the fire can be contained and the stairways and corridors will provide a protected escape route. It is especially important the doors be kept closed at night when people are asleep and fire detection and room evacuation are slower.

Fire exits are clearly marked with an exit sign. Exit signs with arrow indicate which way to go to an exit.

Fire alarm systems provide a rapid means of notifying all building occupants of a fire emergency. These must be kept in operating condition at all times. Tampering of these systems may result in injury or loss of life during an actual fire emergency.

Fire extinguishers should be used only after the area is evacuated and an alarm has been sounded. Then, if you have been trained within the last year, you may try to stop an incipient fire by using an extinguisher. Choosing the right extinguisher and using it properly are very important.

Class A Extinguisher—(usually silver units) containing water and should only be used on ordinary combustibles (paper, rags, etc.)

ABC Extinguisher—(usually red units) containing dry powder. These may be used on any fire.

CO₂ Extinguisher—(usually red units with a horn) that contains CO₂ and are the only type for use on flammable liquid and electrical fires.

Smoke detectors alert you while there’s still time to escape from a fire. Learn their locations and be sensitive to avoidable activation (cooking, aerosols, steam). DO NOT hang anything from smoke detectors or cover them up. This is considered a violation in NYS.

P. A. S. S.

- PULL the pin.
- AIM the nozzle at the base of the fire.
- SQUEEZE the handle.
- SWEEP the nozzle at the base of the fire.

Do not spend more than 30 seconds attempting to extinguish a fire!

Report all extinguishers that are missing, damaged or discharged to the Fire Marshal’s Office at X53243. Don’t block access to extinguishers!