The Department of Safety & Security operates 24 hours a day, 7 days a week, 52 weeks a year for your protection and service.

This pamphlet contains our Fire Safety Policy, a link to our Annual Fire Safety Report, and our Security & Safety Web Page. Our Fire Safety Statistics, Fire Protection Equipment by residence hall, and Fire Safety Guidelines are available in detail in our Annual Security Report/Annual Fire Safety Report and Web Pages. Compliance with our Fire Safety Policy, can greatly impact your personal safety, as well as protect your property from fire.

Our Annual Fire Safety Report can be located at:
www.stlawu.edu/safety-and-security

Department of Security and Safety
University phone x5555
Non-university phone (315) 229 – 5555
www.stlawu.edu/safety-and-security

St. Lawrence University
Safety & Security Department

FIRE SAFETY

St. Lawrence University

FIRE SAFETY

Safety & Security
315-229-5555
Fire Safety Policy

Familiarize yourself with the location of alarms and extinguishers. Report discharged fire extinguishers to Safety & Security immediately.

IF YOU DISCOVER SMOKE OR FIRE:

a) Sound the fire alarm.
b) Go to the nearest exit and leave the building.
c) Call the Safety and Security Department at 5555 or activate an emergency phone.
d) If you are in your room when an alarm sounds, feel the door and handle to see if it’s hot. If it’s hot don’t open the door. Call the Security Office at 5555 and/or open your window and call for help. If the door is not hot exit the building immediately.
e) If an exit is blocked, try another exit or return to your room, close the door, open a window and yell for help.
f) If you are in a smoke-filled area, keep low to the floor to escape the smoke.
g) Know all the exits and fire escape plans in your building.

Throughout the year Residence Life Staff will conduct fire safety inspections of every University-owned residential room on campus to insure the safety of the entire building. Facilities Operations regularly tests building alarms and inspects fire safety equipment throughout the campus. Each student room is equipped with a smoke detector. The student is responsible for reporting a malfunctioning smoke detector to the residential coordinator, house manager, or security immediately. The detectors are checked by residential staff, and custodians at least 4 times during the year—before fall opening, at Thanksgiving break, at winter break, and at spring break.

Certain obvious fire hazards are prohibited in residence hall rooms. Among them are candles and incense, hot plates, kerosene heaters, oil lamps, space heaters, immersion coils, internal combustion engines, halogen lamps, cords under rugs, flammable gas and liquids, and fireworks. The following room decoration policy is in effect:

1. Tapestries will be limited to two per room, to be hung on walls only. Fireproofing treatment is recommended.
2. No items may be suspended from room ceilings or pipes.
3. Posters should not cover more than 50% of wall space.

Please note:

1. Fireworks are illegal to possess or use in New York State and are prohibited at St. Lawrence University.
2. Any student guilty of starting a fire or intentionally turning in a false alarm may be suspended from St. Lawrence University and be subject to criminal prosecution.
3. Failure to cooperate with University personnel during a building evacuation or fire alarm will result in a fine and/or disciplinary action.
4. Any student guilty of tampering with smoke detectors, fire extinguishers or other fire safety equipment including safety lights or fire sensors is held responsible for endangering the safety of the occupants of the building and subject to a fine and/or disciplinary action.

A $250 fine is assessed in cases of students tampering with smoke sensor detector, inappropriately discharging fire extinguishers or breaking the seal that indicates that the fire extinguisher has been prepared for use. This fine also applies to the misuse of fire alarm pull stations and stopper II devices.

A $250 fine is assessed to any student inappropriately discharging a sprinkler system and the student may be assessed damages caused by water.

5. When there is damage in a room from a fire caused by actions that are in violation of University policy, the responsible party will be fined as appropriate, pays for damages caused by the fire as determined by the University, and is referred to the Student Judiciary Board.

6. A student guilty of burning candles, incense, oil lamps or other open flame objects in a residence hall room is subject to a fine and/or disciplinary action. The burning of candles is prohibited in residential buildings. Students wishing to burn candles for religious purposes must contact the Director of Residence Life, who may refer the student to the University Chaplain who will identify a non-residential location and appropriate guidelines for candle burning.

7. Smoke detectors in student rooms must always be intact, functioning properly, and left exposed. Do not cover them with posters, tapestries, netting, flags, or other materials. Contact custodians, a residential...
Evacuation Procedures

Building Evacuations

1. All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Safety and Security.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist persons in exiting the building, especially persons with a physical challenge. If elevators exist in a building, they are reserved for persons with physical challenges. **DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
5. DO NOT return to an evacuated building unless told to do so by a Safety and Security staff.

Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by Safety and Security.
2. All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds as directed.
3. Relocation of Persons with Disabilities

In the event of an emergency, individuals who use wheelchairs and other individuals with disabilities should observe the following procedures:

- Move towards the marked exit
- As a first choice, use the building elevator, **BUT NEVER IN THE CASE OF A FIRE OR EARTHQUAKE**
- If there is an earthquake – or if there is an obstruction in the pathway – request assistance from others in the area
- If assistance is not immediately available, stay in the exit corridor or the stairway landing. Continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means for attracting the attention of others.
- Rescue personnel, Public Safety, Emergency Response Teams, Fire and Police Departments will first check all exit corridors and exit stairwells for trapped persons.
- If you use a wheelchair, or have any other mobility impairments, please file a Class Schedule with Safety and Security.

NOTE: It is suggested that the individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing faculty/staff or classmates on how to assist him/her in an emergency.

Fire Drills:

1. Treat each alarm as if it were an actual emergency and leave as quickly as possible.
2. Close all windows and leave the shades/curtains open.
3. Close and lock your door and leave your light on.
4. Dress appropriately (weather-wise, footwear, etc.).
5. Exit by the nearest stairwell and go away from the building so as not to impede the progress of fire equipment or people evacuating from the building. Standing on the opposite side of walkways in front of the buildings is a good rule of thumb.
6. Remain outside the building until the alarm is turned off and the “all clear” is given.