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Sigma Nu Evacuation Plan

2013– 2014

230 Willard Way, Ithaca, NY 14850

Assembly areas: **Great Hall, Tube Room, Dining Hall, Dormer, and Chapter Room**

What to do in case of FIRE

I. Notify emergency agencies

- A. The person closest to the telephone will call 911 immediately.
- B. Activate Fire alarm system if not activated already.

II. Warn guests

- A. Stop music or entertainment immediately. B. Turn lights on.
- C. Announce that everyone **MUST** evacuate immediately and direct people to the exits.

III. Evacuation

- A. Assigned persons to direct evacuation – President **Julian Gallo** Vice President **Matt Doneth**, House Manager **Jeff Kruse**, Social Chairmen **Ben Rogers and Max Tavepholjalern**.
- B. After evacuation is complete, the president, House Manager, & Social Chairman will meet the fire department outside the facility and report the status of the evacuation or if anyone is unaccounted for. The Vice President, Secretary & Social Chairmen will assist in moving all people as far away from the facility as possible.

IV. Arrival of Fire Department

- A. Only the president, House Manager, & Social Chairman, or their designee, will meet with the fire department
- B. They will notify officials of the location of fire/smoke
- C. All persons **MUST** fully cooperate with law enforcement

RACE –Rescue, Alarm, Confine, Evacuate/Extinguish

- Remove any member or guest who might be directly endangered by the fire/smoke
- Activate the nearest alarm.
- Contain/ confine the fire by closing doors.
- Call 911 when ASAP.
- Evacuate members and guests from the building.
- Extinguish the fire if possible after occupants have been evacuated.

Failure to evacuate a building when the fire alarm activates is a violation of Fire Codes and the Cornell Campus Code of Conduct. You will be prosecuted if you don't get out!



Sigma Nu Fire Safety Plan

2013-2014

230 Willard Way Ithaca, NY 14850

- Fire Safety Plans shall be reviewed and updated annually
- Evacuation Plans shall be reviewed and updated annually
- All occupants shall be educated in the Fire Safety and Evacuation Plans annually
- A list of all residents of the house, to include their name, phone number, and emergency contact, shall be maintained by the president, or his designee. It is to be available during a fire drill/ alarm at the designated assembly point outside the house.
- **Date of the latest review and update of all of the above here, with president's signature**

President's Signature: Julian Gallo Date: 1-30 14

EVACUATION DRILLS

- There shall be 4 fire drills per year to practice evacuation procedures for Assembly Activities - to be conducted by Cornell EH&S, and assumed by the **230 Willard Way** House Manager.
- Fire Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- Records of fire drills shall be maintained by both the fraternity and EH&S.
 - Identity of EH&S person conducting the drill
 - Date and Time of Drill
 - Notification method used
 - Staff members on duty and participating
 - Number of occupants evacuated
 - Special Conditions Simulated
 - Problems Encountered
 - Weather Conditions
 - Time required to accomplish complete evacuation
- The Fire Department will be notified prior to the evacuation drill by EH&S.
- Fire alarm system will be used to initiate the evacuation drill.
- All occupants shall arrive across the street in the parking lot adjacent to **230 Willard Way**

EXITS

- There shall be nothing that obstructs or narrows an exit pathway, exit door, or exit egress
- Combustibles shall not be stored in exit pathways, exit corridors, or exit egress
- Exit Lights shall be lit and operational over every exit door. They shall be tested, and assured to be in good working order, monthly by the **Sigma Nu** House Manager.

EMERGENCY LIGHTS

- Emergency Lights shall be maintained operational. They shall be tested, and assured to be in good working order monthly by the testing official. They shall be operated for at least 90 minutes annually. Exit Lights which do not operate for 90 minutes on battery, or backup power, shall be replaced. Notify the Office of Fraternity, Sorority and Independent Living Facility Director, Tim Anderson, to arrange for the replacement.
- Emergency lights shall be directed to illuminate the Exits, Exit Pathways, and Exit Egress.
- Emergency lights are tested monthly and a record kept at the Facilities office for a minimum of 3 years.

FIRE DOORS

- Fire Doors shall remain closed at all times, unless they are held open with automatic closers tied to a fire and smoke alarm system.
- Wooden Wedges, and any other type of doorstop shall not be permitted to hold a fire door open.

SMOKE DETECTORS

- There is a single station smoke detector located in every bedroom. Do not disable, obstruct, cover, or disconnect wiring / battery for any reason. If malfunctioning contact EH&S at 255-8200.
- System smoke detectors are located outside every bedroom within approximately 20 feet. The remaining floors are fully covered with system smoke detectors.
- Maintain smoke detectors on every level and outside of sleeping areas.
- Every stand alone detectors shall be tested, and assured to be in good working order, monthly by the **Sigma Nu** House Manager.
- Keep smoke detectors dust free. If one makes a chirping sound contact EH&S at 255-8500.
- All house smoke detectors are directly wired into your electrical system, be sure that the little signal light is blinking periodically. This tells you that the alarm is active.
- Special smoke detectors are available for the hearing impaired. If someone living in the house is hearing impaired, make arrangements with Tim Anderson in OFSIL to have the system adapted as needed.

FIRE ALARM & SPRINKLER SYSTEMS

- Fire Alarm Systems must be tested annually. Cornell EH&S does this on a regular schedule. The **Sigma Nu** House Manager is to assure this.
- Sprinkler Systems must be tested annually. Cornell EH&S does this on a regular schedule. The House Manager is to assure this.
- Kitchen Hood Suppression Systems need to be inspected and tested every 6 months. The OFSA Facilities Director, Tim Anderson, has it done on a regular schedule. The **Sigma Nu** House Manager is to assure this.
- Nothing shall be hung off of sprinkler piping
- Nothing shall obstruct a sprinkler head
- All storage must be at least 18" below the sprinkler deflector
- Smoke and Heat Detectors shall not be disabled or covered up to prevent from proper operation.

FIRE EXTINGUISHERS

- K type fire extinguishers are mounted in the kitchen, and are especially designed for kitchen fires. ABC type extinguishers are for extinguishing all types of fires. Cornell EH&S maintains them on a regular schedule. If you need service for them call EH&S at 255-8200.
- Learn how to use your fire extinguisher before there is an emergency.
- Remember, use an extinguisher on small fires only. If there is a larger fire, get out immediately, activate the fire alarm on the way out, and call 911 from another location.

The fire extinguishers in 230 Willard Way are located:

- 1) **Left of the Main Entrance**
- 2) **Left of the Fire place in the Great Hall**
- 3) **Right side of the bottom of the stairs to the Chapter Room**
- 4) **Right hand corner of the Dining Hall**
- 5) **Left of the entrance to the Kitchen**
- 6) **Second floor, left side of main hallway entrance**
- 7) **Second floor, end of the hall in the Nib Wing**
- 8) **Third floor, left side of the main hallway entrance**
- 9) **Third floor, end of the main hallway**
- 10) **Third floor, left side of the Dormer**

FIREPLACE

- Use a fireplace screen to prevent sparks from flying.
- Don't store newspapers, kindling, or matches near the fireplace or have an exposed rug or wooden floor right in front of the fireplace.
- The chimney is to be inspected and certified annually by a professional. The OFSIL Facilities Director, Tim Anderson, makes arrangements to have this done in the summer. The **Sigma Nu** House Manager is to assure.
- When lighting a gas fireplace, strike your match first, then tum on the gas.

Our Great Hall and Dining Hall fireplaces are sealed but our Tube Room fireplace is unsealed

CLOTHES DRYER

- Dryers must be vented to the outside, not into a wall or attic. If there is a problem with the dryer, or the venting, call the OFSA Facilities Director, Tim Anderson, to arrange for repairs.
- Clean the lint screen after every use to keep the airway clear.
- Never put in synthetic fabrics, plastic, rubber, or foam because they retain heat.

ELECTRICAL HAZARDS

- Do not to use extension cords unless they have a built in circuit breaker (standard cords don't).
- Never overload a socket. In particular, the use of "octopus" outlets, outlet extensions that accommodate several plugs, are prohibited unless they contain a 15 amp circuit breaker. Plug strips usually contain a circuit breaker – those that do are OK to use.
- Do not use light bulbs whose wattage is too high for the fixture. Look for the label inside each fixture which tells the maximum wattage. Compact fluorescents are suggested.
- Check periodically for loose wall receptacles, loose wires, or loose lighting fixtures. Sparking means that you've waited too long.
- Allow air space around the TV to prevent overheating. The same applies to plug-in radios and stereo sets, and powerful lamps.
- **If a circuit breaker trips or a fuse blows frequently**, immediately cut down on the number of appliances on that line.
- Be sure all electrical equipment bears the Underwriters Laboratories (UL) label.
- In many older houses, the capacity of the wiring system has not kept pace with today's modern appliances. Overloaded electrical systems invite fire. Watch for these overload signals: dimming lights when an appliance goes on, a shrinking TV picture, slow heating appliances, or fuses blowing frequently. If service is needed, call the OFSIL Facilities Director, Tim Anderson, to arrange.

FURNACE/SPACE HEATERS

- Don't store newspapers, rags, or other combustible materials near a furnace, hot water heater, space heater, etc.
- Don't use space heaters.
- Never use a gas range as a substitute for a furnace.

KITCHEN

- Keep a K type fire extinguisher near the kitchen. Keep it 10 feet away from the stove on the exit side of the kitchen.
- The Kitchen Hood Suppression (Ansul) System maintenance is arranged by the OFSIL Facilities Director, Tim Anderson, and is to assured by the **Sigma Nu** House Manager. All occupants must be trained in how to manually activate the Hood Fire Suppression System.
- Never pour water on a grease fire; turn off the stove and cover the pan with a lid, or close the oven door. If this fails, or the fire is too big, activate the hood fire suppression system on your way out of the building. This will also trigger the fire alarm system, and call the fire department.
- Keep pot handles on the stove pointing to the back.
- Don't store items on the stove top, especially spray on cooking lubricants, as they could catch fire or explode.
- Keep kitchen appliances clean and in good condition, and turn them off when not in use.
- Don't overload kitchen electrical outlets and don't use appliances with frayed or cracked wires.
- Wear tight-fitting clothing when you cook. Here's why: An electrical coil on the stove reaches a temperature of 800 degrees. A gas flame goes over 1,000 degrees. Your dish towel or pot holder can catch fire at 400 degrees. So can your bathrobe, apron, or loose sleeve.
- Clean the exhaust hood filters over the stove in the dishwasher at least weekly. The entire hood and exhaust system shall be regularly cleaned by a commercial cleaner, and certified as such. The OFSIL Facilities Director, Tim Anderson, makes the commercial cleaner arrangements and the **Sigma Nu** House Manager is to assure this.
- Operate your microwave only when there is food in it.

GASOLINE AND OTHER FLAMMABLE LIQUIDS

- Flammable liquids shall not be kept inside the house.
- Never clean floors or do other general cleaning with gasoline or flammable liquids.

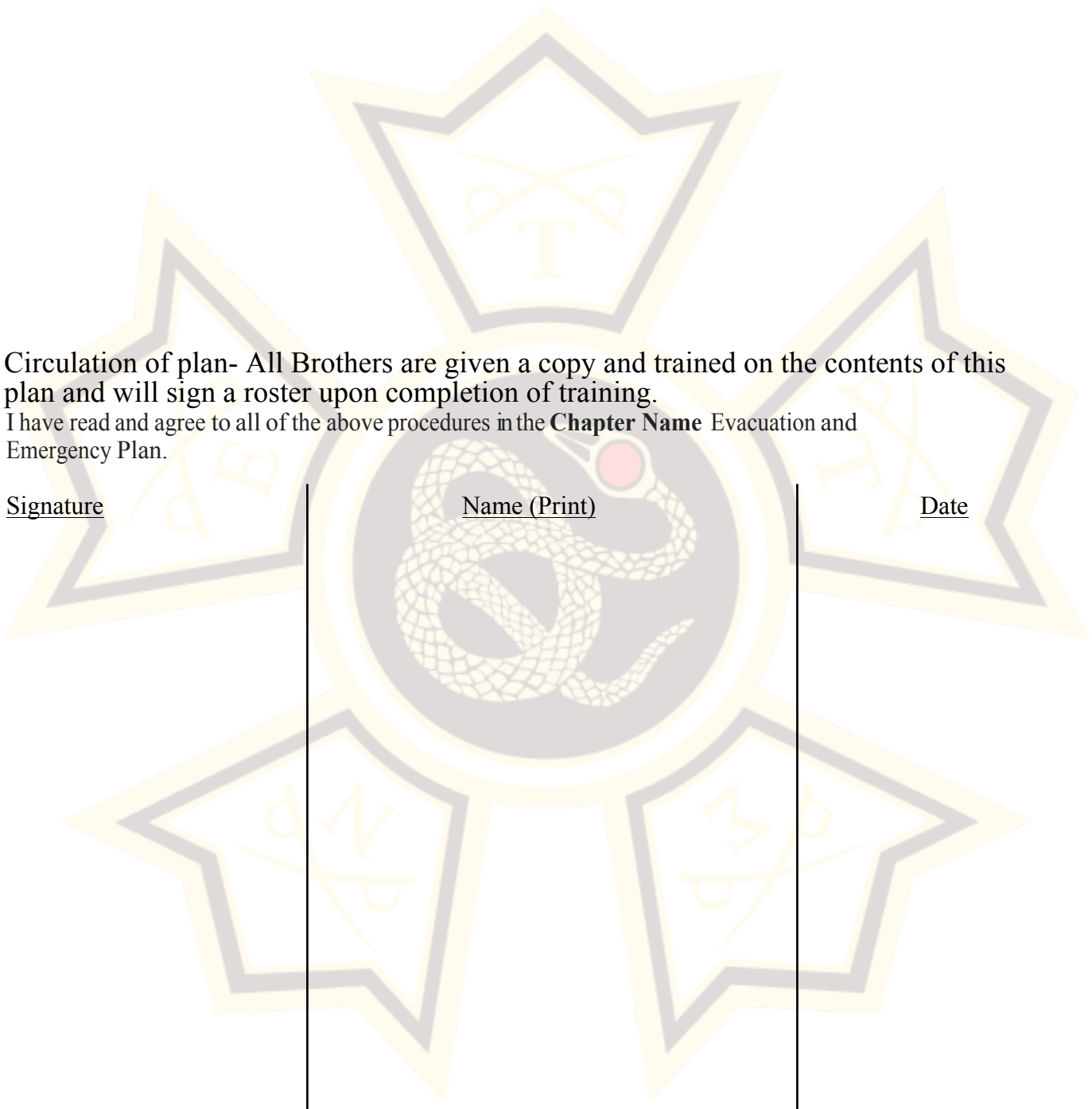
SMOKING

- Never smoke in bed.
- Don't smoke when you are drinking or are abnormally tired.
- Use large, deep ashtrays, and empty them frequently.
- Never dump an ashtray into the trash without wetting the butts and ashes first.

PULL BOXES

The fire alarm pull boxes in **230 Willard Way** are located:

- 1) **Left of the Main Entrance**
- 2) **Left of the Fire place in the Great Hall**
- 3) **Right side of the bottom of the stairs to the Chapter Room**
- 4) **Left of the entrance to the Kitchen**
- 5) **Second floor, left side of main hallway entrance**
- 6) **Second floor, end of the hall in the Nib Wing**
- 7) **Third floor, left side of the main hallway entrance**
- 8) **Third floor, end of the main hallway**
- 9) **Third floor, left side of the Dormer**



Circulation of plan- All Brothers are given a copy and trained on the contents of this plan and will sign a roster upon completion of training.

I have read and agree to all of the above procedures in the **Chapter Name** Evacuation and Emergency Plan.

Signature

Name (Print)

Date

I have read and agree to all of the above procedure in the **Chapter Name** Evacuation and
Emergency Plan,

Signature

Name (Print)

Date

