

## **FIRE SAFETY AT ITHACA COLLEGE**

*The Ithaca College Office of Environmental Health and Safety (EH&S) annually trains all employees in fire safety and emergency action procedures. The following information is provided to familiarize new employees with Ithaca College's fire safety procedures until they can attend the next training session, usually held in the fall.*

### **Fire Extinguisher Rules:**

- Evacuation is your *first* option.
- Fire extinguishers at Ithaca College are to be used only by trained personnel from the Office of Public Safety.
- Fire extinguishers are used only for the beginning stage of fire. They are not to be used if the fire has spread from its point of origin.
- Trust your instincts. Don't attempt to use a fire extinguisher if you are uncomfortable with the situation, there is excessive smoke, you do not know what is burning, or you have never been trained to use a fire extinguisher.

### **Fire Safety Basics:**

- ✓ Keep exits and corridors clear at all times.
- ✓ Know the locations of, at least, two (2) exits and evacuation routes, assembly areas, fire extinguishers, and alarm pull stations for your area *before* an emergency occurs.
- ✓ Do not block fire extinguishers or fire alarm pull stations.
- ✓ Store flammable and combustible materials away from heat sources, electrical equipment, etc.
- ✓ Do not overload electrical circuits.
- ✓ Permanent use of extension cords of any kind is prohibited by New York State building codes.
- ✓ Surge-protected powerstrips are the only authorized extension of an electrical outlet that can be used on campus.
- ✓ Do not let trash and other combustible materials accumulate.
- ✓ General use of candles, incense, and similar items is prohibited.
- ✓ Properly extinguish and dispose of cigarettes in dedicated receptacles.
- ✓ Turn off heat-producing appliances.

***Contact the Office of Environmental Health and Safety (EH&S) at 274-3353 with any questions or for additional information regarding campus fire safety.***