



Stony Brook University | Libraries

FIRE ALARM POLICY, EVENING & WEEKEND

- Whenever the alarm rings, staff should remove occupants from immediate danger and direct them to nearest exit.
- If you see fire or smoke and the fire alarm is not already ringing, activate the fire alarm by using nearest "pull station" and call University Police by dialing 911 from any campus phone, or 632-3333 from a cell phone. If you dial 911 from a cell phone, you will be contacting Suffolk County Police.
- Confine the fire by closing doors behind you. Evacuate the building or use an extinguisher if trained.
- A library staff member should meet with University Police and/or Fire Marshal outside the NW corner stairwell of the building, on the west side of the bookstore, to get status reports.
- University Police and/or Fire Marshal will make every attempt to notify Library (Safety Warden) staff by way of two-way radio, and will try to send an Officer/Fire Marshal to the main lobby doors to advise people when it is safe to re-enter the building.
- If an extended period of time goes by, and staff has not heard from anyone, then the most senior person from the library staff may call police for an update.
- During fire emergencies, all warden vests should be worn so that the police and fire marshal can recognize the responsible staff.