

Dear Campus Resident:

I urge you to take just a few minutes to read this letter and familiarize yourself with some *basic practices that are critical to your safety and the safety of all others living in the Residence Halls and Apartments.*

§6438 of New York State Education Law requires notification of fire safety standards and measures in all college-owned or college operated housing. To facilitate compliance information is provided on our [Office of Environmental Health and Safety website](#).

One of the biggest misconceptions regarding fire is that “it won’t happen to me.” Please don’t let it happen to you, but be prepared if it does. Be aware and practice the evacuation plan for your Residence Hall/Apartment in advance of an emergency. Refer to the evacuation directions on the back of your suite or bedroom door for further information in your residence hall room. If you do not have this posting, please report it to your Residence Coordinator. Just as important, be aware of your own responsibility to ensure the safety of yourself and others in the Residence Halls and Apartments.

You can view the evacuation directions available on our [Campus Fire Evacuation Procedures website](#).

Important Reminders:

- If a fire occurs that is out of your control, **EVACUATE AND PULL THE ALARM AS YOU LEAVE. Close the door if you are the last one out.** Never risk harm to yourself or to others. The safety of your life and the lives of your fellow students is more important than any material possessions that may be lost in a fire. Once you are safe, call University Police at 914-251-6900 or 911.
- There is a strict “**No Smoking**” policy in place in **ALL BUILDINGS on campus**, This includes smoking of any kind including tobacco products, e-cigarettes, vaporizers, drugs, etc. As a reminder, Purchase College is [Tobacco Free](#).
- The use of candles, incense or any open flame is not permitted. Candles, with or without the wick or not being burnt, are also prohibited in your rooms.
- Do not hang anything from your ceiling, ceiling decorations of all types are prohibited.
- Do not cover your smoke detector or any other fire emergency equipment located in your rooms or apartments.
- Combustible materials such as posters, pictures, etc., shall be limited to **50% of available wall space in each room.**
- Extension, flexible cords, multi-adapters and three prong to two prong adaptors are prohibited, using fused power strips with long cords is an acceptable alternative. Fused power strips must be plugged directly into an outlet, not into each other.
- Appliances such as toaster ovens and halogen lamps are not permitted in the Residence Halls or Apartments. These products have been identified as potential safety risks.
- Each Residence Hall has trash rooms located throughout the building. Trash will not be allowed to accumulate in rooms or corridors. It is your responsibility to take out your

trash on a regular basis. Apartment residents should take their garbage out to the nearest dumpster.

Important Numbers

Contacting the New York State University Police

Emergency: 914-251-6911 or 911 (*program this number into your cell phone*)

Non-Emergency: 914-251-6900

Anonymous 914-251-6868

If you know of a crime that has occurred or is occurring on campus we would like you to report it. Please fill out [Silent Witness Form](#) or dial x 6868. As a reminder, you are completing the following questionnaire under a condition of anonymity.

Be aware that dialing **911** from a cell phone may alert an emergency dispatch center that may not be familiar with the campus. Please alert the dispatcher that you are on the SUNY Purchase Campus and your location on campus. On campus landline phones, and Blue Light phones alert the NYSUPD directly.

Fire Alarm Activations

In accordance with New York State code, the University conducts two fire drills in the fall, and one in both the spring and summer. In the event of an activated fire alarm, Office of Community Engagement staff, UPD and Purchase Fire Department all respond to the scene. When a fire alarm sounds in your residence hall or apartment **you must evacuate immediately**. Any student who does not evacuate will be referred to Community Standards for non-compliance. Should you have a disability, including temporary disability, that requires assistance evacuating, please contact the Office of Disability Resources (odr@purchase.edu or at 914-251-6035) immediately so that staff is aware and can make any necessary accommodations in housing and within academic buildings.

If you reside in building with an elevator, never use the elevator when the alarm sounds, take the stairs. Smoke, gases and heat use the same vertical shaft as the elevator. You do not want to get stuck in an elevator during a fire. As you leave your room, close the room door and proceed to the nearest exit. You may not reenter the building without direct authorization by Office of Community Engagement staff. **If a fire occurs that is out of your control, EVACUATE AND PULL THE ALARM. Never risk harm to yourself or to others.** The safety of your life and the lives of your fellow students is more important than any material possessions that may be lost in a fire.

Intentionally Pulling a Fire Alarm

Pulling a fire alarm or tampering with fire safety equipment is not only an inconvenience to fellow students, it's also a Class E Felony. **This could result in a criminal record and your expulsion from the College.** What you may consider a harmless prank could result in your

fellow students ignoring a future alarm and thus creating a possible occasion for injury or loss of life.

Annual OFPC Room Inspections

Student room inspections also occur annually. Inspections are an educational tool that presents the opportunity for a proactive approach to rectify safety hazards and raise awareness, potentially averting an emergency on campus.

Sprinklers In Buildings:

Please note the following sprinkler infrastructure in our residence halls and apartments:

- Big Haus, Crossroads, Farside, Campus Center North, The Olde and The Commons (M, P and S Streets) are **not sprinklered**.
- Outback, Fort Awesome, Alumni Village and The Commons K Street are fully sprinklered.

Additional fire safety information may also be found in the annual [Clery-Fire Report](#)

Please review the [Building Evacuation procedures](#) so you are familiar with your evacuation route in case of emergency.

We appreciate the time you have taken to read and digest the information in this important message.

Please visit the [Environmental Health & Safety website](#) for more information, or contact your Residence Coordinator at the following number:

Alumni Village: 914-251-3170

The Olde: 914-251-7041

The Commons: 914-251-3172

Outback: 914-251-3029

Fort Awesome: 914-251-3029

Farside: 914-251-6344

Big Haus: 914-251-6340

Crossroads: 914-251-6345

Thank you for your attention and best wishes for a successful semester.

Sincerely,

Purchase College Staff