

# ***777 Steward Ave, Ithaca NY***

## **Alpha Delta Phi Fire Safety Plan**

- All persons should be familiar with the procedures for evacuating the building.  
**Note:** Evacuation diagrams that provide a floor plan showing the means of egress from the building including any alternative routes or you may write a description of the ways to get out. (such as follow the exit signage out of the building or down the stairs and out the front door)
- **If you hear any alarms leave the building immediately.**
- In the case of a fire, everyone should meet at **the GOTE House** to account for all persons who were in the building. No one shall re-enter the building until notified by the Fire Department that it is ok to do so.
- Notify the fire department when they arrive if there are persons missing or left inside the building.

### **1.**

#### A: Procedure for reporting a fire or other emergency:

In the event an unwanted fire or emergency occurs on a property, occupants shall immediately report such condition to the fire department. A resident of the property will call the fire department and once the alarm is pulled it will also notify the fire department.

A person shall not by verbal or written directive delay the reporting of a fire to the fire department. Upon activation of the fire alarm signal, all occupants shall evacuate the premises through the appropriate exit routes.

#### B: The Life Safety Strategy:

Sober monitors who know the evacuation routes and will instruct guests to exit through the designated doors and outside the building. Those requiring special assistance will be aided by the sober monitors at the party. Attendees who may need special assistance due to a disability or injury should be identified ahead of time and a plan developed with them. Sober monitors or security personnel should know exactly who if anyone will require special assistance and who among the sober monitors is going to help them.

C Site plan: is a bird's eye view map of the building showing the outside assembly point, hydrants and normal routes of Fire Department access.

Assembly point will be outside the building at the GOTE house.

Fire hydrant is located outside on the left side of the house when coming up the driveway.

Two areas of entrance to the property 1: up the primary drive way. 2: through the FIJI house drive way through the gate connecting the two parking lots.

#### D: Floor Plans

Floor plans are included in the accompanying PDF files.

#### E: Major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

Areas of major fire hazards associated with the normal use and occupancy of the premises include: the kitchen, the laundry room, and living room and presidential room fireplaces.

Occupants are expected to remove lint from the dryer before using the drying machine. Signs are posted in the laundry room instructing users to remove lint before use.

The Kitchen Cook cleans the kitchen hood once a month. This is strictly verified and confirmed by the house manager. The date is set each month between the house manager and the cook.

Fireplaces are used for decorative purposes with the exception of the one in the living room which has been used a very limited number of times. The fire place in the living room is used if the central heating in the house fails. We only use dried wood because it burns with less smoke and burns more evenly. We keep the area around the fireplace clear of anything that is potentially flammable. Additionally, we never leave a fire in the fireplace unattended and always make sure it is completely out before going to bed or leaving the house. The chimney is cleaned once a year at the beginning of the school year. A chimney cleaning service is called and they inspect the fireplace.

Ithaca Stove Works: 607-272-4600

#### F: Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires:

Fire Alarm System: Pleasant Valley ((845) 635-2117)

Sprinkler System: Davis Usher (315-451-0971)

Kitchen Hood Suppression System: G&H Fire Extinguishers (607-273-6580)

#### G: Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources:

Personnel responsible for maintenance but not limited to are the House Manager, Elevate Integrated Services, Student Agencies, and contacts listed on the Cornell Alpha Delta Phi website.

- Ellen Reuben: 607-280-5513

- Luca Raspi: 323-698-6830

-<https://www.adphicornell.org/>

- Additionally, specific maintenance personnel include:

Parking  
lot

Emergency  
Exit

Hydrant

Entrance

portico

Assembly Point

Gote

Drive way

- Jim Roberts: 607-351-1512 (Custodial & Cleaning Services)
- V. Romanoff & Associates: 607-379-1590 (Contractor)
- Pleasant Valley Electric: 607-272-6922
- Donohue-Halverson: 607-273-3393 (Heating and Plumbing)
- Carl Willis: 607-273-8840 (House Locksmith)
- Alternative Trash Removal: 607-351-0578
- 4 Seasons Landscaping: 607-592-3942
- JD Ferro Roofing: 607-273-0872

<https://www.adphicornell.org/>

Collin Knudsen—President 9179230334

Sam Hummel—Vice President/Risk Manager 8189154958

Luca Raspi—House Manager 3236986830

Griffin Bader—Social Chair 9172071220

Griffin Maduzia—Social Chair 3104335524

Ellen Reuben—Property Manager 607-533-9200

## **CARBON MONOXIDE DETECTORS**

- **The Detectors are purchased at Lowes/Home depot (First Alert Smoke Alarm System)**
- Carbon Monoxide detectors are located:
  - The basement hallway
  - NIB Hallway
  - Rotunda Hallway
  - The Tower
  - Third Floor Hallway
- Never remove a battery or disconnect a carbon monoxide detector. If a detector is not functioning or it is going off sporadically, contact maintenance immediately for replacement or service. It is a misdemeanor punishable by fine and or imprisonment to tamper with or disable any fire protection device.
- The fire department will be called in the event that a carbon monoxide detector goes off.

## **FIRE EXTINGUISHERS**

- **ABC type extinguishers are for extinguishing all types of fires.**
- **Fire Extinguishers** have been provided and are located:
  - 2 fire extinguishers in the Great Hall
  - 1 near the junior complex
  - 1 in the Rotunda
  - 1 in the front of NIB hallway
  - 2 in the library
  - 1 near the Brothers in Arms statue
  - 2 in the living room (one in front, one in rear)
  - 2 on either side of the solarium

- 2 in the dining room
- 1 in the basement hallway
- 1 in the sprinkler room
- 1 in the pit
- 1 in the boiler room
- 1 at the top of the basement staircase
- 1 at the top of the third floor staircase
- 1 in the third floor hallway

#### **MANUAL FIRE ALARM PULL STATIONS**

- The alarm pull stations and sprinkler system are a SIMPLEX brand
- Manual fire alarm pull stations are located:
  - 1 inside the entrance to the tower
  - 1 inside the 3<sup>rd</sup> floor hallway at entrance
  - 1 at the end of NIB hallway
  - 1 outside the sophomore suites at the top of the stairs
  - 1 by the front door
  - 1 in the rear right corner of the living room
  - 1 on the stairs leading to the kitchen
  - 1 at the base of the kitchen stairs
  - 1 at the base of the basement stairs
  - 1 in the laundry room hallway
- In an emergency, pull the front door manual pull station lever as you leave.

#### **2. Fire Evacuation Plan**

1. In the event of a fire or fire alarm activation, all occupants of the property shall exit the building through the designated means of egress.
2. A member of executive board will close fire doors to help prevent the spread of smoke/fire. Fire doors should never need closing if the house is maintained properly. A fire door must always be closed unless on a hold open magnet tied to the fire alarm system. Fire doors have labels on the jam that indicate their fire rating. However, any door will help slow the spread of fire and smoke, so occupants should be instructed to close any doors behind them as they leave.
3. If the chef is cooking when a fire alarm sounds, he should turn off all burners and make sure the kitchen can safely be left unattended while he evacuates.
4. N/A
5. Persons in need of special assistance will be identified ahead of time, whether it be a member of the house or a guest at an event and a plan formed to assist them. Depending on the disability and the situation/emergency, it may be safer to protect them in place than try to evacuate.
6. We will have the president look at the list of active occupants and have a role call outside.
7. The preferred method of notifying occupants is via the building alarm system. Alternative means might include knocking on doors and otherwise getting the attention

of anyone who may be asleep or impaired or wearing headphones. Look out for each other.

8. In the case of a fire, a person who sees fire and smoke should pull the closest fire alarm. It is essential that occupants remain calm and make a quick egress from the premises. Occupants must remain calm and quickly exit the building. If you discover a fire, activate the fire alarm system and calmly exit the building. The alarm system will call out automatically, but calling 911 as a backup and to relay information is appropriate.
9. Risk manager will also have the fire department contact information on his cell phone in order to call in situation of emergency. In the event of a fire he will be designated to speak with fire department.
10. The house manager or Risk manager can be contacted for further information.  
HOUSE Manager: Luca Raspi 323-698-6830  
RISK MANAGER: Sam Hummel 818-915-4958

### **3. Large Event Plan**

Each event is run by the two social chairs. They oversee every event in conjunction with the house President, Vice President, and Risk Manager, and are trained in crowd management. Crowd management training is in progress and will be completed by 02/11/18. The list will be maintained by Cornell University.

Collin Knudsen—President 9179230334  
Sam Hummel—Vice President/Risk Manager 8189154958  
Luca Raspi—House Manager 3236986830  
Griffin Bader—Social Chair 9172071220  
Griffin Maduzia—Social Chair 3104335524  
Ellen Reuben—Property Manager 607-533-9200

In addition to these executive board members, every event has a ratio of 1 sober monitor for every 20 party attendees. These monitors wear neon yellow shirts with “Sober Monitor” written on them at all times, and are trained to guide attendees to exits upon the outset of an emergency.

Should the event be held in the great hall, attendees will be directed out of the building through the library doors by sober monitors with flashlights outlining paths to the exit doors. Professional security personnel outside will direct attendees to congregate in front of the Gote House. Security personnel will be located outside the building as well as at the bottom of the stairs in the Great Hall leading up to the second floor. They will be working closely with the sober monitors throughout the night to ensure the safety of all people attending the event.

Events will be limited in all circumstances to a maximum of 219 (174 max. in Great Hall; 45 max. in Living Room) people spread amongst, but contained to the Great hall and Living Room. The events will be held in the Great Hall and Living Room with easy access to fire extinguishers along the walls (2 in Great Hall;

2 in Living Room; 2 in Library) and clear paths to exits in the library and back stairwell. Security personnel will be stationed outside these exits directing attendees to the meeting point in front of the Gote House.

Staging will no longer be used at events. Large tables, if used in place of staging, will be kept away from all points of egress and instead be stationed along the walls of the Living Room or Great Hall with their ends at least 30 feet away from any and all doors and fire extinguishers.

As is always the case, all events will be registered with the Office of Sorority and Fraternity Life and the Social Responsibility Committee and will end by 1am of the following day.

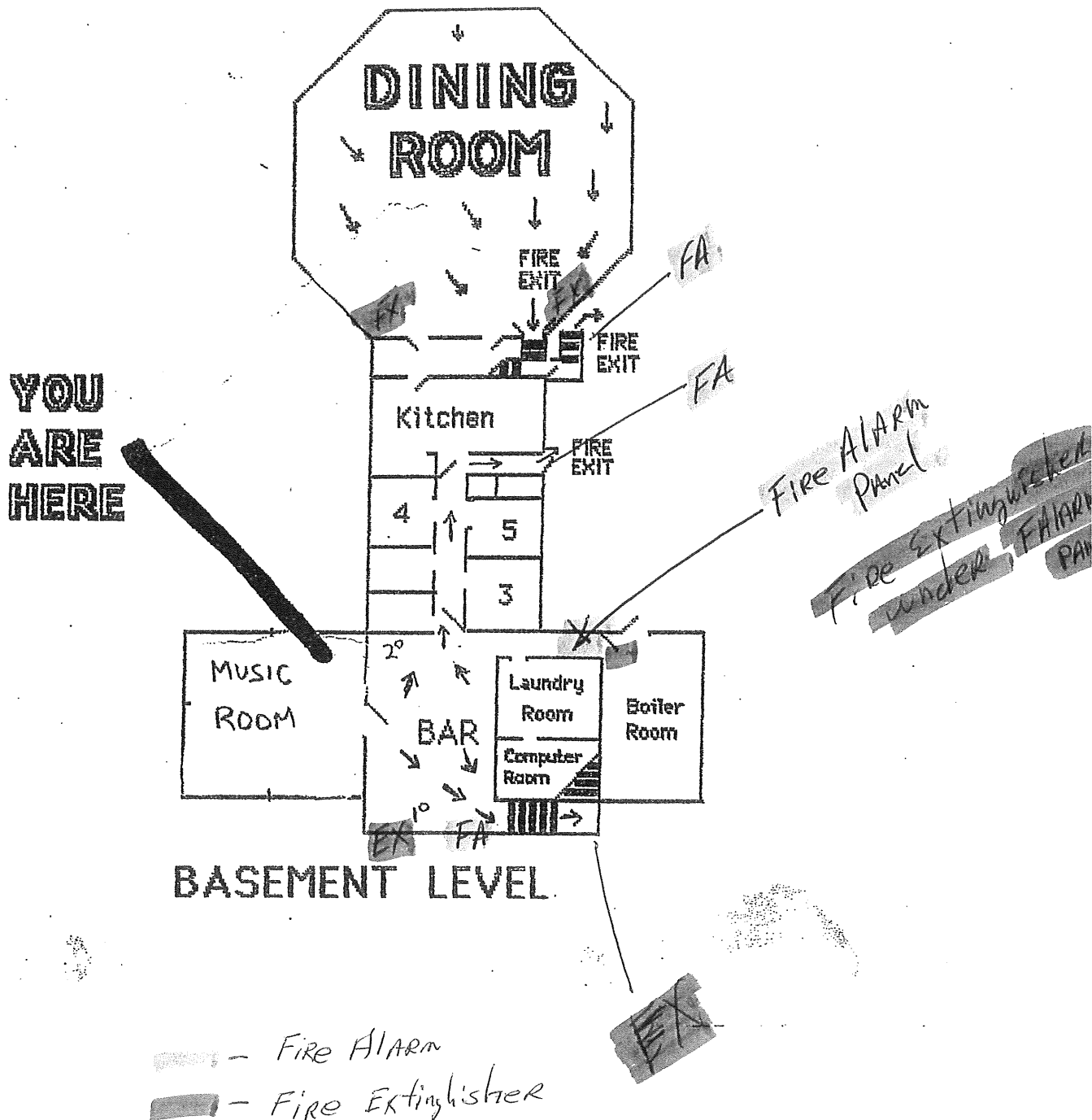
Pre-Event Checklist:

- ☐ All exits and egress pathways clear
- ☐ All exit signs illuminated and visible
- ☐ All fire protection systems are up to date, accessible and in working order
- ☐ Walked hired security personnel through emergency procedure + Building layout
- ☐ Walked sober monitors through emergency procedure
- ☐ All personnel are in possession of a flashlight
- ☐ All sober monitors are wearing the appropriate shirt

Alpha Delta Phi  
Cornell Chapter  
777 Stewart Avenue  
Ithaca, New York 14850

# EVACUATION PLAN For Basement Level

WHEN ALARM SOUNDS, PLEASE  
PROCEED TO DESIGNATED FIRE EXIT  
IN A BRISK AND ORDERLY MANNER.



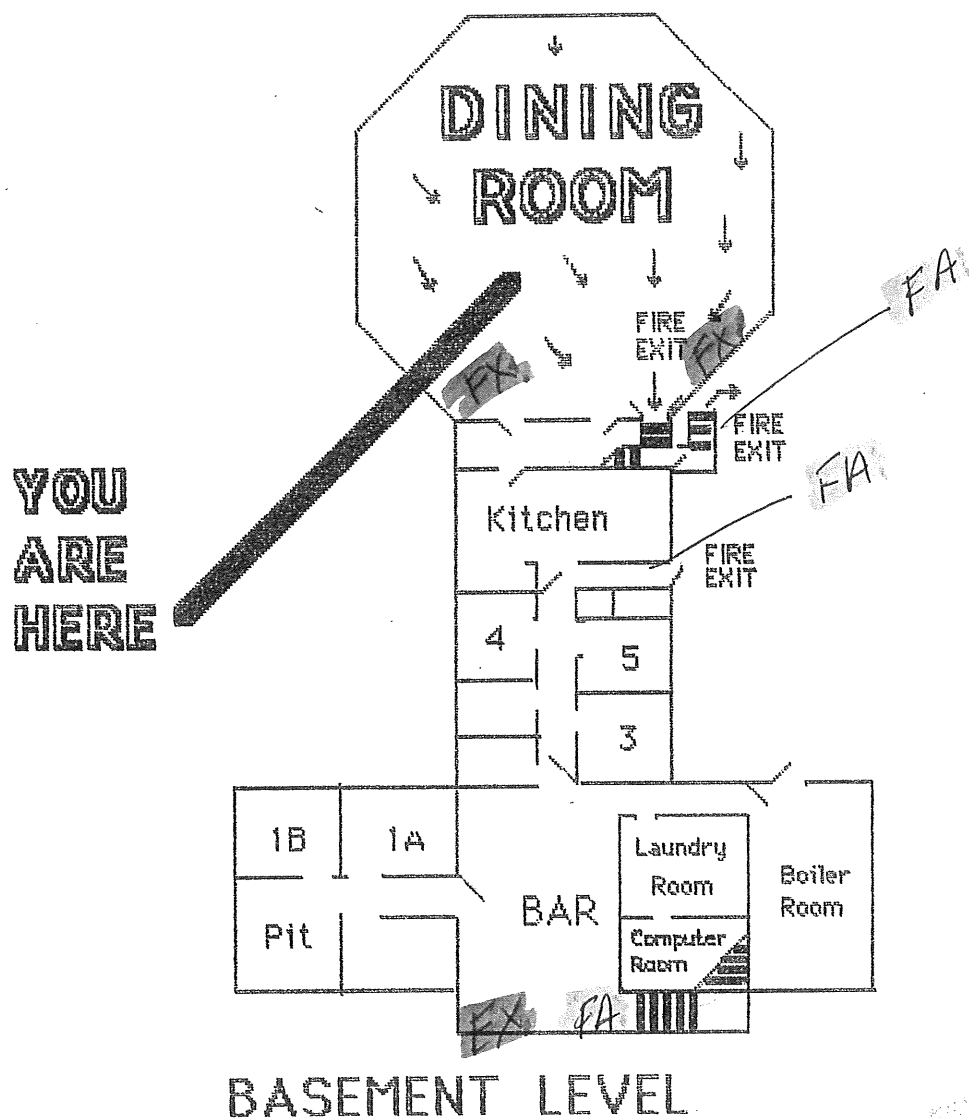


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# EVACUATION PLAN For Basement Level from

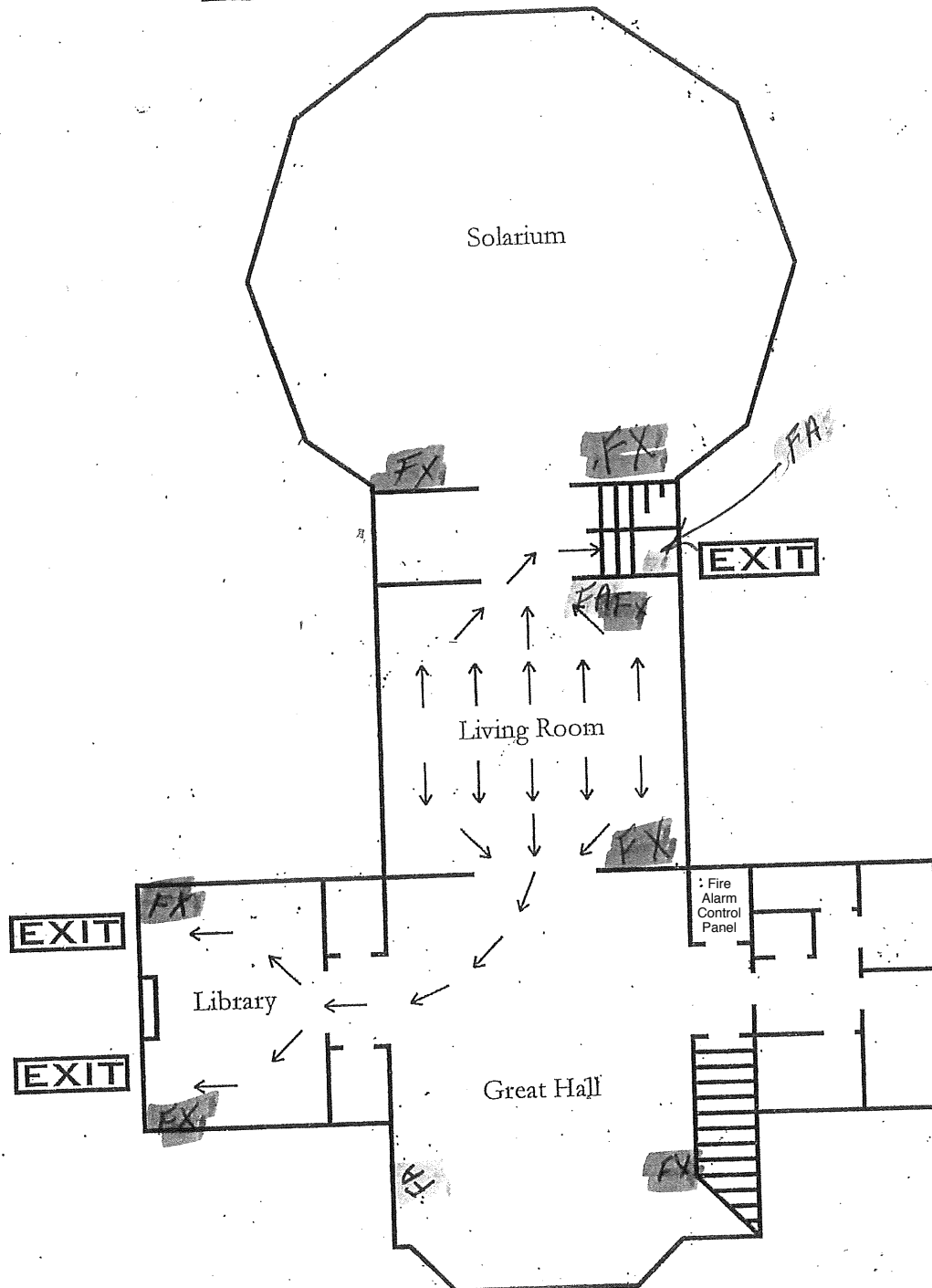
# DINING ROOM

WHEN ALARM SOUNDS, PLEASE  
PROCEED TO DESIGNATED FIRE EXIT  
IN A BRISK AND ORDERLY MANNER.



— FIRE ALARM  
— FIRE EXTINGUISHER

# FIRE EVACUATION PLAN LIVING ROOM

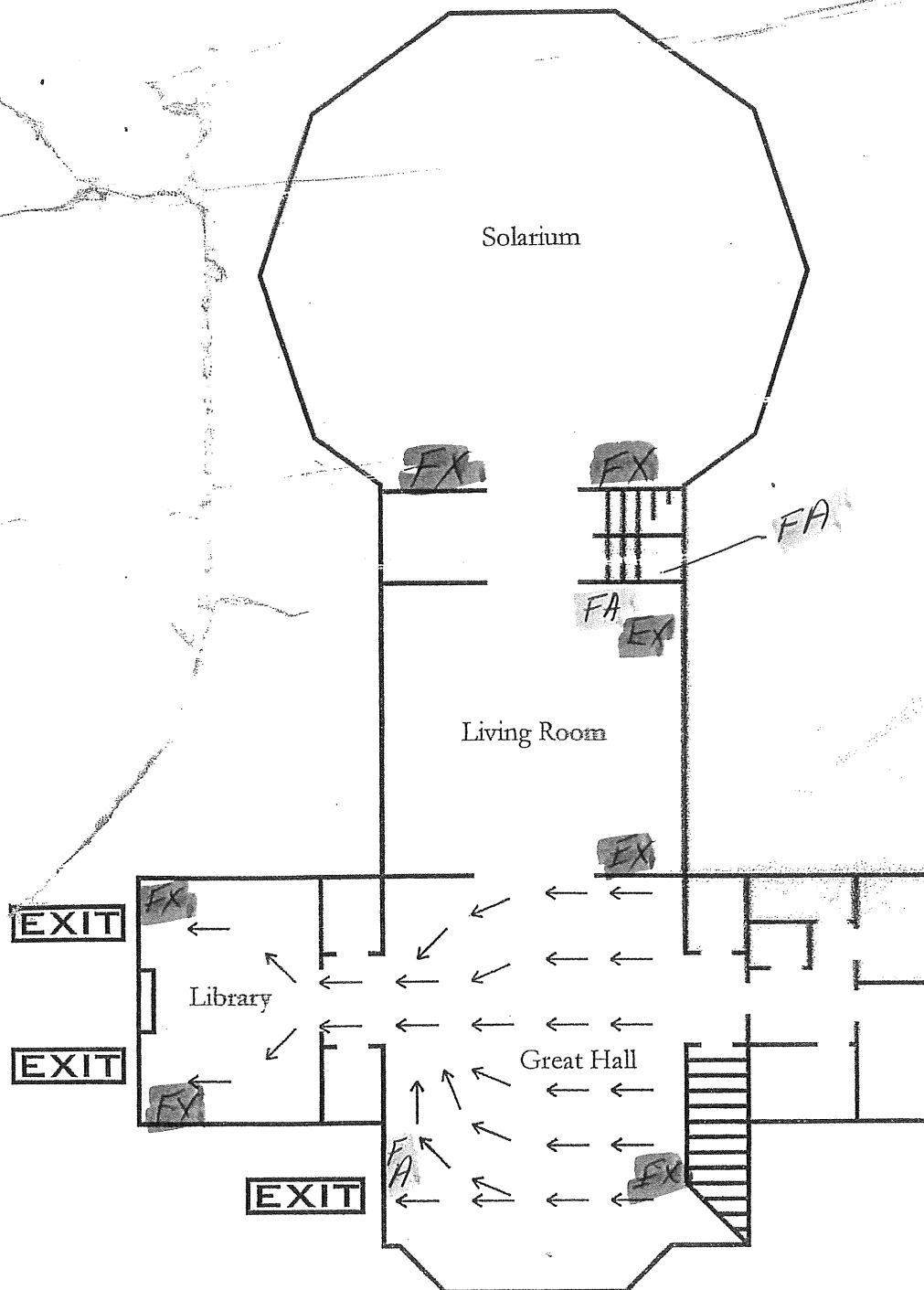


In case of Fire or Fire Alarm:  
Proceed Calmly to the nearest exits as shown.

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— Fire Alarm  
— Fire Extinguisher

# FIRE EVACUATION PLAN GREAT HALL



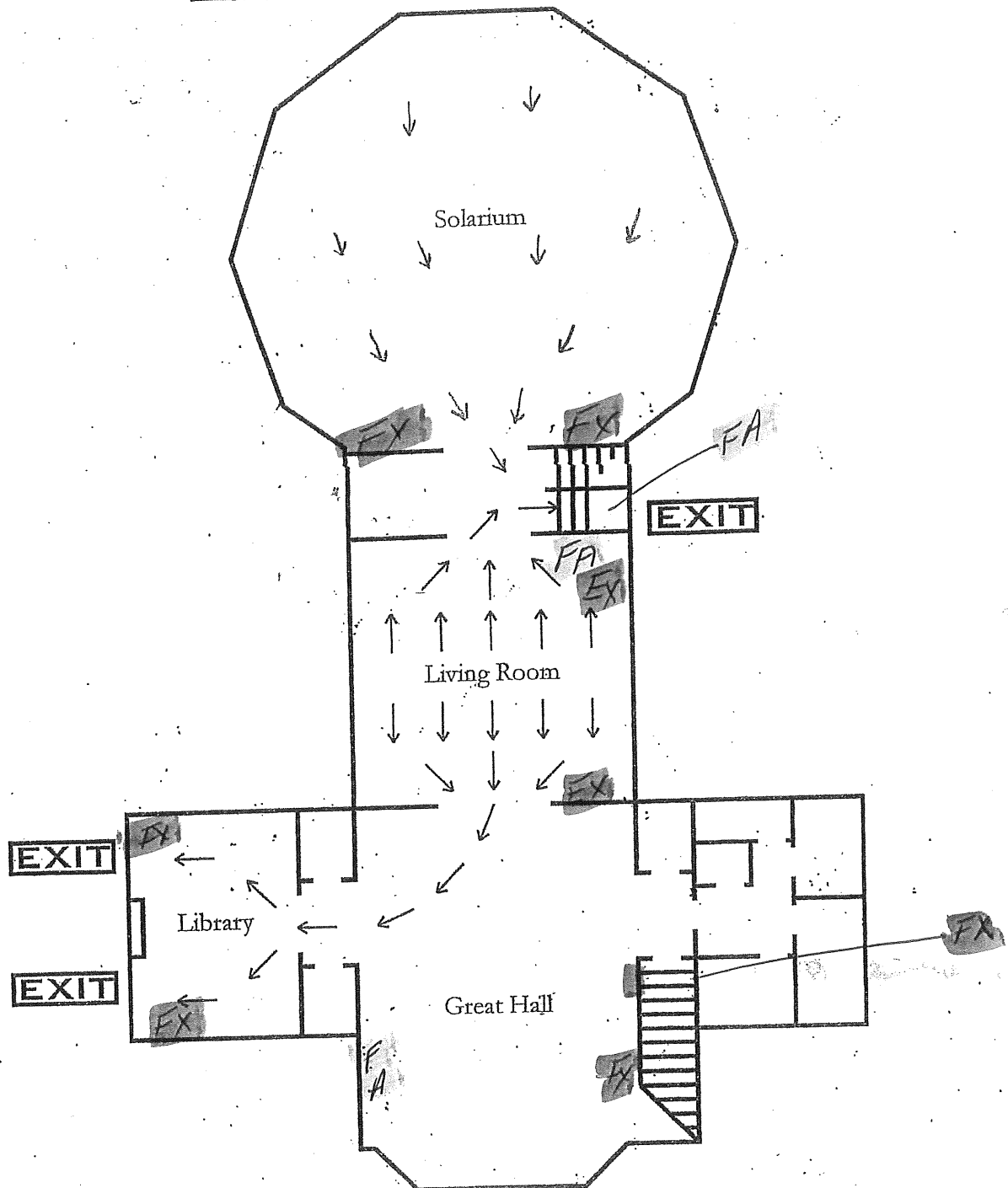
In case of Fire or Fire Alarm:  
Proceed Calmly to the nearest exits as shown.

**AΔΦ**  
777 Stewart Avenue

— Fire Alarm  
— Fire Extinguisher

# FIRE EVACUATION PLAN

## LIVING ROOM



In case of Fire or Fire Alarm:  
Proceed Calmly to the nearest exits as shown.

**AΔΦ**  
777 Stewart Avenue

— Fire Alarm  
— Fire Extinguisher