**Subject: Upcoming** Annual Fire Inspection by NYS Office of Fire Prevention and Control (OFPC)

Dear College Community,

I are writing to inform you about the upcoming annual fire inspection conducted by the New York State Office of Fire Prevention and Control (NYS OFPC) beginning on February 24, 2025 and lasting for approximately 2 weeks. This inspection is a crucial part of our commitment to ensuring the safety and well-being of everyone on campus.

**Areas to be Inspected:** All campus buildings, including residence halls and facilities

During the inspection, NYS OFPC officials will be thoroughly examining our fire safety systems, including alarms, extinguishers, emergency exits, and other related equipment. We kindly ask for your cooperation in the following ways:

1. **Ensure Accessibility:** Please make sure that all fire exits, hallways, and access points are clear of obstructions.
2. **Check Equipment:** Verify that fire extinguishers and alarms in your area are visible and accessible.
3. **Report Issues:** If you notice any fire safety concerns or malfunctioning equipment, report them to the Work Control Center in Facilities immediately at (585) 245-5661.

Additionally, here are some important fire safety tips:

* **Know Your Exits:** Familiarize yourself with the nearest fire exits and evacuation routes in your building.
* **Avoid Overloading Outlets:** Do not overload electrical outlets or use extension cords. Use a multi-outlet, UL rated, surge protected device.
* **Keep Flammable Items Away:** Ensure that flammable items are kept away from heat sources.
* **Do Not Block Sprinklers:** Make sure that sprinkler heads are not obstructed by furniture or decorations.
* **Stay Alert:** Always be aware of your surroundings and report any suspicious activity or potential fire hazards.

**Consequences of Fire Safety Violations:**

* **Legal Penalties:** Non-compliance with fire safety regulations can result in hefty fines and legal penalties.
* **Increased Risk of Fire Incidents:** Violations can lead to a higher risk of fire incidents, endangering lives and property.
* **Harm to Individuals:** Fire safety violations can cause serious injuries or fatalities among students, staff, and visitors.

Your cooperation is essential in helping us maintain a safe environment for everyone. If you have any questions or need further information, please do not hesitate to contact the Facilities Management Office at [Insert Contact Information].

Thank you for your attention and assistance.

Best regards,

Chuck Reyes, CHMM, CCHO

Director, Environmental Health and Safety