**Fire Prevention and Emergency Evacuation Policy **

Emergency action plans for fires and other campus emergencies are outlined in this safety standard. Employees, customers, and visitors are expected to observe the requirements and guidelines outlined in this document.

All employees should correct or report to a manager or supervisor unsafe conditions and observing evacuation procedures and directions for all campus emergencies.

Emergency Evacuation Training

Employees will receive training when they are initially hired on emergency evacuation and fire extinguishers. This training will include: protocol for reporting fires; procedures for evacuating a building; use of fire extinguishers; and how to respond to other emergencies.

Annually all employees assigned to the Catering Department will be trained on the need for a fire extinguisher when sterno, candles or open flame are present.

Employees will also receive training when certain responsibilities and aspects of this plan change.

Reporting Fires or Emergency Evacuation

If you discover or suspect a fire, chemical spill, or any other hazard, you need to quickly evacuate the building and activate a fire alarm pull station. Pull stations are located in hallways, and near stairway doors and exits. Activating a pull station is the primary means of initiating a building alarm.

DINING SERVICES: Food that is not near the fire, and will burn in less than 5 minutes, should be quickly removed from the cooking equipment and discarded. All gas-powered ovens and equipment will have the gas turned off when the alarm is triggered, so food items that will cook for a longer period of time may remain in cooking equipment. E.G. Food should be removed from Grills but not ovens.

CASHIERS and ACCOUNTING OFFICE: Remove the key from the POS cash drawer and take it with you. All cash in the Accounting Office should quickly be stowed in the safe and the safe locked.

ALL STAFF: As you exit the building, close doors behind you and do not use elevators. If you hear a building alarm, immediately leave the building. If it is necessary, alert others about the alarm.

SUPERVISORS and MANAGERS: If quickly accessible and not neat the fire, the department’s MSDS notebook and daily schedule should be removed with you. Supervisor should usher staff and customers out of the building and ensure their unit is empty of all occupants before leaving.

Once the building alarm is activated, exit the building via the evacuation routes posted in each building. Evacuation routes are posted in the hallways on every floor. An assembly space is the one location where all employees gather and you should account that all coworkers are present. Moreover, assembly spaces for each building are listed in the appendix.

Once outside the building, call 753-2111 or 911 from a cell phone or 2111 from a campus phone to report the fire or emergency to University Police or a 911 dispatcher.

If you are not able to exit the building, go to an Area of Refuge or a relatively safe area such as a stairwell. Once you are in an Area of Refuge, activate the alarm box. Areas of Refuge for specific buildings are listed on in the appendix.

If you observe someone who is not able to exit the building, assist them in getting to an Area of Refuge or a relatively safe area if you are able. You should not attempt any action, such as carrying an individual, if you cannot do so safely.

Once you exit the building, go to the assembly space. If someone you know is within an Area of Refuge or unaccounted for, report this information to a University Police officer or other emergency response personnel. Be prepared to indicate a person’s location.

Evacuation Routes & Exit Signage

SUNY Cortland will provide the required signage for exits. Employees must report any illuminate Exit signs that are not lit to their manager. Exits must never be obstructed. Any door or passageway that is not an exit or path to an exit must be identified with a sign that reads ‘Not an Exit’ or a sign that indicates its actual use, such as storage.

SUNY Cortland will post the evacuation routes for all areas of each campus building.

SUNY Cortland will post the occupancy limit for each space. This should not be exceeded.

Fire Extinguishers

Fire extinguishers are available in SUNY Cortland Buildings in hallways, offices, classrooms, laboratories, kitchens, buses, emergency response vehicles, mechanical rooms, and other high hazard areas. Fire extinguishers are not available in all offices, classrooms, and laboratories. Additionally, newly constructed or renovated buildings with a sprinkler system might not have fire extinguishers in hallways, offices, and classrooms; however, fire extinguishers will be available in high hazard areas within buildings with sprinkler systems.

Cooking areas with hood systems have a release valve that can manually set off the fire suppressant material.

A fire extinguisher must be present when an open flame sterno, gas grill or candles are used for Catering events. This is for all indoor and outdoor tented locations. It is the responsibility of the individual lighting the open flame to note the presence and location of the fire extinguisher.

The Director of Facilities, Equipment and Planning will determine the appropriate class of Fire Extinguisher for each designated areas.

Types of Fires and Class of Extinguishers

There are several types of fires that can develop. Fires are classified by the fuel or combustible source recognized in the fire tetrahedron.

Class A Type Fires – Develop when a solid combustible (such as wood, paper, cloth or plastic) is the fuel source.

Class B Type Fires – Develop when a non-metal flammable liquid or gas (such as gasoline, oil, grease or acetone) is the fuel source.

Class C Type Fires – Develop when energized electrical equipment act as the fuel source.

Class D Type Fires – Develop when combustible metals (such as magnesium, titanium, potassium, or sodium) are the fuel source.

**Types of Extinguishers**

Fire extinguishers are described by the type of fire that they extinguish. Fire ratings can be found on the extinguisher faceplate signifying the type of fire they extinguish.

*Type ABC*

Multipurpose extinguisher that can be used on Class A, B, and C fires.

Dry chemical extinguisher filled with a yellow powder made up primarily monoammonium phosphate.

Pressurized with Nitrogen.

Leave a residue that can harm sensitive equipment.

Range in size from 2.5 lbs. to 20 lbs.

*Type K*

Can be used on Class B and C fires.

Typically found in commercial kitchens.

Pressurized with Nitrogen

*Type D*

Can be used on Class D fires.

Typically found around flammable metals in labs.

Work by smothering the fire.

*Type CO2*

Can be used on Class B and C fires. Filled with Carbon Dioxide under pressure.

Recognized by the lack of a pressure gauge and presence of a horn.

Range in size from 5 to 50 lbs.

Leave very little residue.

Typically found in labs, mechanical rooms and kitchens.

Remember that if damaged, a CO2 cylinder can become a missile, so handle them with care.

*Type Halon*

Leave very little residue.

Typically found around computer equipment

**Employees are not expected to put out fires.** When a building alarm is activated, employees, customers, and visitors should immediately leave the building. Fire extinguishers should only be used when a fire obstructs one’s ability to exit the building. If it is necessary to use a fire extinguisher, employees and customers should use the fire extinguisher by pulling the pin, aiming the nozzle, squeeze the trigger and make a sweeping motion.

Other Campus Emergencies

Other than fires, campus emergencies include: bomb threats; civil disturbances; hazardous material spills; medical emergencies; personal safety (e.g., suspicious packages); severe weather; and utility failures. Campus emergencies can be reported to University Police by calling 911 or 753- 2111 on any cell phone or 2111 from a campus phone. Emergency blue light phones can also be used to report emergencies. These phones are attached to campus poles or buildings and a blue light hangs over each unit. They ring into University Police as soon as they are lifted.

Modes of communication to convey campus emergencies include: the IP phone system; campus message screens; campus and Cortland radio stations; cell phone voice messages; cell phone text messages; fire alarms; loudspeaker/siren; and the SUNY Cortland Web page. The type of emergency will dictate the mode(s) of communication that is used to convey information.

Note: A siren will only be sounded for life-threatening situations. You should listen carefully for a message over the loudspeakers. Additionally, if possible, turn on your cell phone, check the SUNY Cortland Web page, view a campus visual message screen, or check your IP office or department phone for further information. If these options are not available, immediately seek a secure location.

**Fire Prevention**

All ASC fire extinguishers must be inspected monthly and that should be documented on the hang tag.

The Director of Facilities, Equipment and Planning will arrange for all fire suppression hood systems in cooking areas to be maintained and inspected semi-annually by an approved vendor.

A list of major workplace fire hazards include:

Dining Services:

Heated cooking equipment such as fryers, ovens, cook tops, grills coffee makers, toasters, microwaves, food warmers, and hot boxes.

Sternos, candles and open flames

Laundry Dryer

Maintenance:

Heated tools such as welding torches and soldering irons.

Office and College Store:

Personal heaters

All open flames must not be left unattended at any time. When they are extinguished they should be doused under water before they are placed in the trash.

Only use the above listed equipment and tools for their intended purpose.

Heated cooking equipment and maintenance heated tools must be turned off when not in use or needed for service.

Personal heaters must only be UL approved devices that auto shut off when tipped over.

Good housekeeping

Good Housekeeping will include:

* Minimize the storage of combustible materials.
* Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
* Dispose of combustible waste such as cardboard, trash, soiled linens in a timely manner so as not to accumulate. Only use receptacles that have been designed for the each item.
* Use and store flammable materials in well-ventilated areas away from ignition sources.
* Keep incompatible (i.e., chemically reactive) substances away from each other.
* Perform “hot work” (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
* Equipment should be inspected by the operator before each use to determine if it is in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease. Remove any defective equipment from the work location or clearly mark “Out of order”. Place a Maintenance Work Order to notify the Maintenance Department of the need for a repair or removal.
* Ensure that heating units are safeguarded.
* Report all gas leaks immediately. Responsible Person shall ensure that all gas leaks are repaired immediately upon notification.
* Repair and clean up flammable liquid leaks immediately.
* Keep work areas free of dust, lint, sawdust, scraps, trash, soiled linens, and similar flammable material.
* Only one grounded extension cords may be used per outlet. Never use an extension cords when wiring upgrades should be made.
* Turn off all heated equipment when not in use.
* No smoking inside any building or outdoor workspace with a roof, including tents. No smoking near flammable chemicals or gases stored outside.
* Decorations of flammable materials should not be used near any heat source, or that may impeded egress, or confuse visitors or customers.
* Do not prop open fire doors.
* Ceiling tiles should be intact and nothing should be stored more than 18 inches from the ceiling or sprinkler.

Welding, soldering and Cutting Housekeeping

Areas where welding, soldering, or cutting will occur should be free of combustibles and flammables and well vented. Welding should occur within the confines of an area designed for such work (fire resistant and segregated from adjacent areas and projects). Whenever the work cannot be removed from the area, the area shall be made safe by removing flammables and combustibles (the floor should be clean for at least a radius of 35 feet). Where there are cracks or holes in the walls or floor within 35 feet of the welding or cutting area, the holes or cracks should be covered to assure sparks do not pass through these areas. Where welding or cutting will occur near walls, floors or ceiling, the area shall be protected by fire-resistant guards or shields. Relocate combustibles from near metal walls, partitions or floors if welding will be done where the conduction of heat may ignite these combustibles.

Do not perform cutting or welding on metal pipes that come in contact with combustibles if the work is close enough to cause a fire by conduction or in areas where there are flammable gases, vapors, dusts, liquids, or tanks containing flammable liquids. Welding or cutting on drums, barrels or tanks is not allowed.

When welding, soldering or cutting, always have a fire extinguisher handy or know the location of the nearest fire extinguisher. When the welding or cutting operation has been suspended, the equipment must be cut off.

Always schedule a checkup on the area welded or cut thirty minutes after the completion of the operation.

Welding shields, goggles or helmets are needed to protect the eyes and face during welding.

Fire Prevention Training

Employees are educated about the potential fire hazards and prevention when they initially hired and as needed.

Preventative Maintenance for Fire Prevention

All heated cooking equipment, laundry dryer and vent, and heated maintenance tools will be inspected annually and provide as needed preventative maintenance as arranged by the Director of Facilities, Equipment and Planning.

Fire Suppression Hood systems will be inspected and serviced semi-annually by an approved vendor as arranged by the Director of Facilities, Equipment and Planning.

Fire extinguishers in ASC facilities will be professionally inspected and recertified annually.

Fire extinguishers in ASC facilities will be inspected monthly by ASC personnel and documentation of the inspection will be noted on the attached card. A listing of those extinguishers and the individual responsible is listed in the appendix. If a Fire Extinguisher is found to be faulty immediately notify Director of Facilities Equipment and Planning.

HVAC, fire alarms, sprinkler systems and other building systems are maintained by SUNY Cortland.

*Created : September 2012*

*Updated: September 2013*

Appendix

### Table 1 – Assembly Spaces

## Building Assembly Space

Alger In front of Higgins near Shea Hall

Berlew Building Adjacent to barn entryway

Bishop Hall Quad area near Shea Hall

Bowers Bowers parking lot or area adjacent to the greenhouse

Brockway Front lawn or parking lot.

Central Receiving and Commissary Service Group compound or the west side of the building

Chemical Management Facility Parking lot area in front of the warehouse dock

Cheney Hall Front lawn of Brockway

Clark Behind Fitzgerald Hall

Corey Union Steps in front of Corey Union

Cornish Hall West side of Memorial Library near the Bookmark

DeGroat Front lawn of Brockway

Dowd Fine Arts Dowd Parking lot area or Moffett lawn

Education Building West sidewalk area near the Child Care playground

Fitzgerald Hall Behind Fitzgerald Hall

Glass Tower Neubig lawn

Hayes Hall Quad area near Hendrick Hall

Heating Plant Lower level at the northwest end of the building

Hendrick Hall Quad area near Hayes Hall

Higgins Hall In front of Alger near Bishop Hall

Leadership House Water street near Neubig Hall

Lusk Field House Davis Field

McDonald Building Sidewalk on Tompkins Street

Memorial Library Lawn area adjacent to Newmark Pavilion

Miller Miller parking lot or Moffett lawn

Moffett Moffett lawn or area adjacent to the greenhouse

Neubig Hall Water Street near Shea Hall

Old Main Courtyard between Old Main and Miller

Park Center Area near the tennis courts, northwest parking lot, or Professional Studies Building parking lot

Professional Studies Building East side of building and west parking lot

Randall Hall South and southwest lawns

Service Group Service Group compound or Service Group parking lot

Shea Hall Quad area near Bishop Hall

Smith/Casey Towers West side of the building near Broadway

Sperry Newmark Pavilion or area adjacent to the greenhouse

Stadium, fifth floor South parking area

Stadium, Chugger Davis Building North side of the building near Lankler Drive

Stadium, Field House South parking lot area

Stadium, press box South parking lot area

Stadium, upper level North of concourse

Van Hoesen Van Hoesen lot near UPD, or east lawn near Newmark Pavilion

West Campus Recreation Building or bus stop depending on building location

Whitaker Davis Field

Winchell Sidewalk on the north side of the building or loading dock adjacent to Neubig Road

### Table 2 – Areas of Refuge

# Building Area of Refuge Location

Bowers I West stairwell, second floor

Bowers I West stairwell, third floor

Corey Union East stairwell, third floor

Corey Union East stairwell, fourth floor

Dowd Southeast stairwell near Room 242

Memorial Library A-wing, main stairwell, second floor

Memorial Library A-wing, main stairwell, third floor

Memorial Library A-wing, main stairwell, fourth floor

Memorial Library B-wing, northeast stairwell, third floor

Miller South stairwell, basement

Miller South stairwell, second floor

Miller South stairwell, third floor

Miller South stairwell, fourth floor

Moffett Northeast stairwell, second floor

Neubig Basement stairwell

Neubig Second floor adjacent to the elevator

Old Main Northeast stairwell, first floor

Old Main Northeast stairwell, second floor

Old Main Southeast stairwell, first floor

Old Main Southeast stairwell, second floor

Park Center Southwest stairwell, near the pool entry doors on the second floor

Van Hoesen West stairwell, second floor

### Table 3 – ASC Fire Extinguisher and Unit Responsible for Monthly inspection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASC ID #** | **ASC Location** | **Building** | **Owner/Responsible** | **Serial Number**  |
| **23** | **Hilltop, Dining Area, East** | **BROCKWAY** | **Hilltop Dining Manager** | **VP548069** |
| **24** | **Hilltop, Dining Area, South** | **BROCKWAY** | **Hilltop Dining Manager** | **VP548112** |
| **25** | **Hilltop, Kitchen, Time Clock** | **BROCKWAY** | **Hilltop Dining Manager** | **VP548067** |
| **50** | **Hilltop, Type "K", Hot Line** | **BROCKWAY** | **Hilltop Dining Manager** | **AB188720** |
| **45** | **Hilltop, Type "K", Grill/Fryers** | **BROCKWAY** | **Hilltop Dining Manager** | **AA143266** |
| **29** | **Hilltop, Cashier South** | **BROCKWAY** | **Hilltop Dining Manager** | **VP548078** |
| **27** | **Hilltop, Middle Kitchen** | **BROCKWAY** | **Hilltop Dining Manager** | **VP548104** |
|  |  |  |  |  |
| **60** | **Jacobus Lounge, Type "K"** | **BROCKWAY** | **Catering Manager** | **AA276991** |
|  |  |  |   |  |
| **17** | **Hallway** | **COMMISSARY** | **Commissary Manager** | **VP548079** |
| **18** | **Inside Loading Dock** | **COMMISSARY** | **Commissary Manager** | **VP548090** |
| **19** | **Janitor's Store Room** | **COMMISSARY** | **Commissary Manager** | **VP548086** |
| **20** | **Mop Room** | **COMMISSARY** | **Commissary Manager** | **VP548088** |
| **21** | **Bakery** | **COMMISSARY** | **Commissary Manager** | **VP548121** |
| **22** | **Store Room** | **COMMISSARY** | **Commissary Manager** | **VP548100** |
| **46** | **Type "K", Bakery** | **COMMISSARY** | **Commissary Manager** | **AA130795** |
| **47** | **Type "K", Central Production** | **COMMISSARY** | **Commissary Manager** | **AA130790** |
| **100** | **Box truck #1 2002** | **COMMISSARY** | **Commissary Manager** | **PE-096189** |
| **101** | **Box Truck #2 2007** | **COMMISSARY** | **Commissary Manager** | **VT-710252** |
| **102** | **Box Truck #4 2012** | **COMMISSARY** | **Commissary Manager** | **AR-089556** |
|  |  |  |  |  |
|  |  |  |   |  |
| **30** | **Catering Kitchen, West Entrance** | **COREY** | **Catering Manager** | **VP548101** |
| **44** | **Catering Kitchen, Type "K"**  | **COREY** | **Catering Manager** | **AA130797** |
| **72** | **Catering - Tent Event #1** | **COREY** | **Catering Manager** | **SW098024** |
| **73** | **Catering - Tent Event #2** | **COREY** | **Catering Manager** | **SN773900** |
| **31** | **Old C-Store, Store Room** | **COREY** | **Corey Dining Manager** | **VP548085** |
| **32** | **Raquette Pizza, Dining Area** | **COREY** | **Corey Dining Manager** | **VP548074** |
| **34** | **Court Kitchen, Center** | **COREY** | **Corey Dining Manager** | **VP548087** |
| **42** | **Raquette Pizza, Type "K"**  | **COREY** | **Corey Dining Manager** | **AA143265** |
| **51** | **Dunkin' Donuts** | **COREY** | **Corey Dining Manager** | **SN776988** |
| **63** | **Raquette Pizza - Hallway** | **COREY** | **Corey Dining Manager** | **VY349385** |
| **62** | **Court Grill, Type "K"**  | **COREY** | **Corey Dining Manager** | **AA276909** |
|  |  |  |   |  |
| **26** | **Confederate Room, Paint Storage Room** | **NEUBIG**  | **Maintenance**  | **VP548081** |
| **53** | **Confederate Room, Paint Storage Room** | **NEUBIG**  | **Maintenance**  | **PK164858** |
| **65** | **Confederate Room, Paint Storage Room** | **NEUBIG**  | **Maintenance**  | **VY349384** |
| **8** | **Basement, Tile Storage Room** | **NEUBIG**  | **Maintenance**  | **VP548092** |
| **13** | **Maintenance Shop, spare** | **NEUBIG**  | **Maintenance**  | **VP548125** |
| **37** | **Maintenance Shop, spare**  | **NEUBIG**  | **Maintenance**  | **VP548116** |
| **61** | **Maintenance Shop, spare,Type "K"** | **NEUBIG**  | **Maintenance**  | **AA276225** |
| **64** | **Maintenance Shop, spare,Type "K"** | **NEUBIG**  | **Maintenance**  | **AB-225498** |
| **59** | **Maintenance Shop, spare**  | **NEUBIG**  | **Maintenance**  | **SW060237** |
| **70** | **Maintenance Shop, spare**  | **NEUBIG**  | **Maintenance**  | **EB170225** |
| **71** | **Maintenance Shop, spare**  | **NEUBIG**  | **Maintenance**  | **DM461206** |
| **12** | **Maintenance Shop, spare**  | **NEUBIG**  | **Maintenance**  | **VP548124** |
| **48** | **Maintenance Shop, spare,Type "K"** | **NEUBIG**  | **Maintenance**  | **V0868034** |
| **6** | **Maintenance Shop, spare**  | **NEUBIG**  | **Maintenance**  | **VP548132** |
| **3** | **Basement, Maintenance front** | **NEUBIG**  | **Maintenance**  | **VP548117** |
| **4** | **Basement, Maintenance back** | **NEUBIG**  | **Maintenance**  | **VP548115** |
|  |  |  |   |  |
| **7** | **Basement, Confederate Room West** | **NEUBIG**  | **College Store Manager** | **VP548108** |
| **33** | **Basement, Confederate Room, South**  | **NEUBIG**  | **College Store Manager** | **VP548080** |
| **1** | **Basement, Elevator Room** | **NEUBIG**  | **College Store Manager** | **VP548130** |
| **2** | **Basement, Receiving Area** | **NEUBIG**  | **College Store Manager** | **VP548122** |
| **5** | **Basement, Bottom - Main Stairwell** | **NEUBIG**  | **College Store Manager** | **VP548093** |
|  |  |  |   |  |
| **40** | **1st Floor, Top of Stairs** | **NEUBIG**  | **College Store Manager** | **VP548106** |
| **10** | **Lobby, Next to DeFib Unit** | **NEUBIG**  | **College Store Manager** | **VP548110** |
| **66** | **College Store, Front Entrance** | **NEUBIG**  | **College Store Manager** | **VY349376** |
| **67** | **College Store, Rear Entrance** | **NEUBIG**  | **College Store Manager** | **VY349382** |
| **9** | **1st Floor, North Corridor** | **NEUBIG**  | **ASC Office Manager** | **VP548089** |
| **11** | **Admin Office, Mailroom** | **NEUBIG**  | **ASC Office Manager** | **VP548094** |
|  |  |  |   |  |
| **14** | **Dining Room, West** | **NEUBIG**  | **Neubig Dining Manager** | **VP548127** |
| **16** | **Dining Room, East** | **NEUBIG**  | **Neubig Dining Manager** | **VP548126** |
| **68** | **Mongolian, Type "K"** | **NEUBIG**  | **Neubig Dining Manager** | **AB983639** |
| **43** | **Kitchen, Kettles, Type "K"** | **NEUBIG**  | **Neubig Dining Manager** | **AA143264** |
| **69** | **Kitchen, Front, Type "K"** | **NEUBIG**  | **Neubig Dining Manager** | **AB980659** |
|  |  |  |   |  |
| **36** | **Dragon's Den, Kitchen** | **OLD MAIN** | **Dragon's Den Manager** | **VP548083** |
|  |  |  |   |  |
| **35** | **Poolside Concessions** | **P.E.R.** | **Commissary Manager** | **VP548084** |
|  |  |  |   |  |
| **54** | **Concessions, Area A, Kitchen** | **STADIUM** | **Commissary Manager** | **SW060224** |
| **55** | **Concessions, Area A, Storeroom** | **STADIUM** | **Commissary Manager** | **SW060234** |
| **74** | **Concessions, Area B, Kitchen** | **STADIUM** | **Commissary Manager** | **WR568182** |
| **57** | **Concessions, Area B, Serving** | **STADIUM** | **Commissary Manager** | **SW060235** |
| **28** | **Concessions, Area C** | **STADIUM** | **Commissary Manager** | **VP548082** |
| **58** | **Concessions, Area C Storeroom** | **STADIUM** | **Commissary Manager** | **SW060229** |
| **56** | **Concessions, Visitors** | **STADIUM** | **Commissary Manager** | **SW060232** |
|  |  |  |   |  |
| **38** | **Executive Offices** | **WINCHELL** | **Winchell Office Manager** | **VP548091** |
| **15** | **Laundry Room** | **WINCHELL** | **Catering Manager** | **VP548113** |
| **49** | **Catering Kitchen, East Entrance** | **WINCHELL** | **Catering Manager** | **RK596429** |
| **50** | **Catering Kitchen, West Entrance** | **WINCHELL** | **Catering Manager** | **PK186720** |
|  |  |  |  |  |
| **103** | **Van #5 2011** | **COREY** | **Catering Manager** |  |
| **104** | **Van #6 2009** | **COREY** | **Catering Manager** |  |
| **105** | **Van #7 2010** | **COREY** | **Catering Manager** |  |
|  |  |  |  |  |
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