

Alert Me Now is an emergency notification system for Ramapo College to enhance emergency communication on campus.

Information Sheet

Please provide emergency contact phone numbers for your summer camp/conference/program at Ramapo College. Each group may provide up to 3 numbers. Two numbers can be voice and one can be a text alert.

Name of Group: _____

Dates on Campus _____

Include area code

Phone 1	
Phone 2	
Text	

Completed "ALERT ME NOW" Information Sheet's should be returned to the Office of Events and Conferences at least two weeks prior to your arrival.



Environmental Health & Safety

Fire Safety

For

**Summer Camps
and
Programs**

2011



Environmental Health and Safety

Introduction

Environmental Health and Safety supports the College's Strategic Plan by providing leadership and consultative services to prevent or to minimize injuries and illnesses through the identification, evaluation and control of potential hazards which may affect the institutional mission. We work together with the campus community, as well as strive to minimize college loss exposure, liability and assure a safe, healthy environment for students, faculty, staff and visitors.

Scope

The policies and procedures referenced in this section are applicable to all members of the Ramapo College Community: faculty, staff, and students; including vendors, contractors, renters, guests, Summer Camps and Programs and anyone else who enters upon the Campus.

Policies and Procedures

Ramapo College's Environmental Health & Safety (EH&S) Policies and Procedures are to be found at the following web locations which provide access by depressing the Ctrl button on your keyboard + the left Click on you mouse.

Policies and Procedures:

- [Wildlife Feeding](#)
- [Litter](#)
- [Improper Disposal of Waste](#)

FIRE SAFETY

Introduction

Fire Safety has always been and continues to be a high priority at Ramapo College. We continue to assess what more can be done to:

- Assure a Fire Safe environment
- Raise our Fire Preparedness and Prevention
- Renew the Fire Safety Instructions and Fire Evacuation Procedures
- Update Available Training and Information

Scope

The policies and procedures referenced in this section are applicable to all members of the Ramapo College Community: faculty, staff, and students; including vendors, contractors, renters, guests, Summer Camps and Programs and anyone else who enters upon the Campus.

Fire Safety Policies and Procedures

Ramapo College's Fire Safety Policies and Procedures are to be found at the following web locations which provide access by depressing the Ctrl button on your keyboard + the left Click on you mouse.

Policies and Procedures:

- [Barbecue Policy](#)
- [Candle and Incense Policy #623](#)
- [Candle and Incense Procedure #623](#)
- [Event Props Policy](#)
- [Fire Safety Protocols and Procedures- Division of Fire Safety](#)
- [General Fire Safety Regulations & Checklist](#)
- [Fire Safety - Comprehensive Version](#)
- [Fire Safety Fines](#)
- [Smoke/Fog/Mist Machines](#)
- [Sterno Fuel Policy](#)
- [Strobe Lights Policy](#)
- [Tent Policy Regulations](#)

- [Fire Drills Information](#)
- [Smoking Policy](#)
- [Open Flame Policy](#)
- [Evacuation Policy and Procedures for Students and Employees](#)
- [Emergency Evacuation Procedures - Summary](#)
- [Reporting Fires](#)

These and other fire safety information referenced below are intended to **Inform, Educate** and **Train** the applicable persons about:

- Our Fire Safe Environment
- Fire Preparedness and Prevention
- Fire Safety Instructions including Fire Evacuation Procedures
- Available Training and Information including recommended Web Sites
- Remedies for Non Compliance – Discipline, Penalties and Fines

Permits

There are certain practices that may be prohibited without the prerequisite of a permit. Requesting a permit shall not be perceived as permission to move forward with the activity for which the permit is being requested. The activity can only proceed upon the issue of the permit. Almost all permits require a fee at the current rate of \$42.00 per permit; one permit per activity.

A permit is needed for the following:

1. Use of propane
2. To set up a tent that is not one of the College owned tents. The College owned tents are already permitted.
3. To use any of the Residence Hall rooms and Multi-Purpose rooms for any use other than a bedroom or events, respectively; i.e. Change of Use from a Residential Use

to a Mercantile Use to sell refreshments, snacks, etc. in a dorm room or multi-purpose room.

4. Use of an open flame such as sterno, candles etc. The use of open flame is prohibited in any of the Residence Halls and Apartments. Candles are prohibited inside any building on Campus.
5. Use of personal barbecues. The stationery barbecues and the barbecues used by dining services are already permitted.
6. Cooking that produces grease laden vapors; including food preparation vehicles.

Please be informed that the above list is not all inclusive. The General Fire Safety Checklist required for each event provides additional permit guidelines.

Should you need any assistance with these Policies and Procedures or any Fire Safety issues or concerns, please contact Dennis Harrington, the College Fire Marshal. Dennis is located in the Lodge, Office 117
Office Phone: 201.684.6252
Cell Phone: 551.804.2265
E mail: dharrington@ramapo.edu



Please complete an Alert Me Now Information Sheet located of the following page and return completed sheets to the Office of Events & Conferences at least two (2) weeks prior to your arrival.