LIST of Safety Reminders

Reminders as we approach the winter/holiday season:

1. Sterno and any other open flame are prohibited in all areas that are not protected by fire sprinklers. Call Dennis Harrington at 6252 or Gina Mayer-Costa at 7531 if you are not sure if your area is fire sprinkler protected.

2. The use of Space Heaters in all campus buildings (*) are subject to the Space Heater Policy that is located at: [http://ww2.ramapo.edu/test/facultystaff/hr/safety/index.aspx?id=8018](http://ww2.ramapo.edu/test/facultystaff/hr/safety/index.aspx?id=8018)

3. All appliances that generate heat shall be unplugged when not in use. For a list of prohibited items, please refer to the Fire Safety Comprehensive Version 2011, Prohibition List that is located at: [http://ww2.ramapo.edu/test/facultystaff/hr/safety/index.aspx?id=8018](http://ww2.ramapo.edu/test/facultystaff/hr/safety/index.aspx?id=8018)

4. Live cut decorations, including trees, roping, boughs, wreaths, etc. are not permitted. Artificial trees and other decorations are permitted, provided that adequate documentation attesting to their flame retardant and nonflammable safety is readily available for inspection by Health & Safety personnel.

5. All holiday lighting shall be battery operated.

6. Battery operated candles are permitted. General provisions of the College Policy state that the use of lighted candles and incense is prohibited. Refer to the Candle and Incense Policy and Policy Procedures 623 located at: [http://www.ramapo.edu/administration/botpolicies/index.html](http://www.ramapo.edu/administration/botpolicies/index.html)

7. Do not hang any decorations from heat/smoke detectors, fire pull stations or fire sprinkler heads and pipes; or on fire rated doors. They will be required to be removed during any fire safety inspections.

8. Take care that battery operated lights are not hanging close to flammable or combustible materials.

9. Do not leave any battery operated holiday lights on after hours or in areas that are left unoccupied.

10. All holiday/seasonal decorations must be removed for the winter closing.

Non-secular decorations are permitted in public spaces provided that there is a balance among the religious symbols displayed (e.g. an artificial Christmas tree and a Menorah); and that they do not block any egress/exit ways. However, please keep in mind that some in our community celebrate neither Christmas nor Hanukkah.

This season is an opportunity to display our sensitivity and respect for one another and to celebrate our commitment to multiculturalism and diversity.

May you have a safe and joyous season.

*This communication is not intended to overrule or override any existing Residence Life policies.*