The Higher Education Opportunity Act (HEOA Public Law 110-315) signed into law by President George H. Bush on August 14, 2008 and effective July 1, 2010 requires institutions with on campus student housing facilities to provide Evacuation Policies and Procedures to enrolled students and current employees.

EVACUATION POLICY AND PROCEDURES

Policy:
The New Jersey Fire Code requires that all occupants immediately evacuate the building upon activation of the fire alarm.

Procedures:

A. Fire Evacuation Procedures - When You Can Leave Your Locality

1. Identify, before an emergency, the location of the two exits nearest to your locality. Do not assume your usual exit is closest, safest or available during a fire or other emergency.
2. When the fire alarm sounds, leave the building immediately. Feel the exit doors and doorknobs with the back of your hand. If they are not hot, open the doors slightly to check the hallway for flames and/or smoke. If smoke and/or fire are present, crawl low to the floor. If the smoke is heavy, grab a wet towel or similar object and place it over your face (nose and mouth) and take short breaths through your nose.
3. Use the stairwells; DO NOT use the elevators!
4. Warn associates by knocking on doors on your way to the nearest exit. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
5. Wear climate friendly clothing and flat non-slip feet ware (shoes, boots etc.).
6. Bring with you your vehicle keys, Ramapo College ID, any prescription drugs, cell phone and wallet or purse. If you have to begin to search for these items, do not do so; leave without them. Avoid placing yourself in danger! Reminder, keep a "Grab and Go" bag that should include those items.
7. Close and leave the door unlocked if feasible. This will help to confine the smoke and fire to a smaller area and allow emergency response teams accessibility to conduct search and rescue when necessary.
8. Avoid exiting the building through the front main lobby doors, use the side or rear exits of the building. This should help to avoid any collisions of exiting occupants with entering emergency responders.
9. Proceed to the designated Assembly Evacuation Area for the location that you are exiting.
10. Under normal conditions, you are expected to evacuate from any facility in less than 3 minutes.

11. **DO NOT re-enter** the building until instructed to do so by Fire, Police, Campus Public Safety or Residence Life Staff.

C. **When You Can Not Leave Your Locality**

1. Call Campus Public Safety and then 9-911 and advise the dispatcher of your location; do not hang up until the dispatcher tells you to.
2. Close the door to your room; the door can help hold back dangerous heat and smoke.
3. Take a wet towel. Place it over your face (nose and mouth) if the smoke is heavy and catch short breaths through your nose.
4. Stay low where air is fresher.
5. From within your locality, check for smoke around the door cracks.
6. Seal air ducts and any other openings where smoke may enter using wet pieces of cloth.
7. Stay close to the windows, holding a wet cloth to your face. Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the window to signal your location.
8. Exit your locality only if you can safely do so.

C. **Fire Evacuations: Persons with Disabilities**

It is very important that the appropriate College personnel at the Office of Specialized Services (OSS) know of any students and employees with disabilities that limit their mobility, whether temporary or permanent. Attempting to carry immobilized persons is discouraged.

If an alarm is activated, the following procedures should be followed at all times:

1. Accompanied by a partner, permanently immobilized persons who must rely on crutches, wheelchairs or walkers for transport and who are not on the ground floor of any building should proceed into the stairwell and wait on the landing until additional help can be summoned.
2. Blind but mobile persons should be guided through any rush of traffic and then promptly assisted to the nearest exit.
3. Deaf but mobile persons, who may be unaware of the need to evacuate, should be calmly advised of the situation and guided to the nearest available exit.
4. Temporarily immobilized persons, including people wearing casts and/or using canes or crutches, should be assisted, depending on their maneuverability.
5. They should proceed into the stairwell and wait on the landing until additional help can be summoned. When necessary, use the
Emergency Phone to call for assistance and to report the location of person(s) in need of rescue.

6. Emergency phones that automatically connect you to Public Safety are located in the Core rescue areas in the Academic Areas and in the elevator lobbies on each floor in other buildings. Provide the Public Safety Officer with your location (i.e. Core 3, floor 2). You may also call 9-911 and report your location to the Mahwah Police Dispatch; do not hang up until the Public Safety or Police Dispatch Officer tells you to.

7. Persons with disabilities, who are unable to easily communicate, should ask an associate to convey his or her location to Public Safety, the Mahwah Police or Fire Department.

The fire department or other emergency responders should arrive to help complete the evacuation.