All students, faculty and staff must evacuate the building when the fire alarm sounds. Do not use elevators. They may not work in a building emergency. Proceed out of the building and stage at your designated external evacuation area. Campus Public Safety may direct you to another evacuation location in the event of a prolonged evacuation period or other emergency. Remember plan ahead of an emergency; be prepared to take your most important personal belongings with you. Keep a “Grab and Go Bag”. You may not be able to return to your building for an extended period of time!

Remember in a fire or smoke condition:

- Immediately activate the nearest fire alarm pull station and commence with building evacuation. Do not use elevators as they may not work in a building emergency. Know more than one way out of the building.

- Once outside, contact the Campus Public Safety. Dial 6666 from your cell phone or campus phone. If you dial 9-1-1 via your cell phone advise the dispatcher of your location (Mahwah, NJ-Ramapo College) before stating your emergency. Your cell phone may connect to a regional 911 operator. Remember to place the Campus Public Safety phone number in your cell phone in advance of an emergency!

- If evacuation is not possible, individuals with physical disabilities located above the ground floor should go to an Area of Safety for Rescue Assistance (preferably one with a window, telephone and a solid door) and contact the Campus Public Safety to advise of their location. All other persons with disabilities, that have the ability to safely evacuate, must evacuate the building.

React-Evaluate-Decide Anything can happen in an emergency. If you understand your building’s evacuation plan and have studied your building’s floor plan you’ll be prepared to:

React -----to unexpected obstacles
Evaluate --the alternatives; and
Decide---- what to do.
If your escape route is blocked------Find another way out.
If you must escape through smoke, crawl on your hands and knees with your head about a foot above the floor.
Test closed doors before you open them. Touch the door-handle with the back of your hand. If the door is hot, seek an alternative escape route.
As a last resort if you cannot evacuate-stay in place-go to a room near a stairwell if possible-close the door-block off vents and the cracks around the door to keep smoke out. Telephone for help and provide your location. Signal rescue personnel from a window and wait to be rescued.

Any questions contact Campus Fire Marshal at: dharring@ramapo.edu