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 information about Reporting Fires to enrolled students and current employees.

REPORTING FIRES

Purpose
This protocol and policy was created by the New Jersey Division of Fire Safety to provide a clear and concise method for dealing with fire-related emergencies on the campuses of New Jersey's state colleges and universities. It provides campus safety personnel across the State with uniform procedures in regards to safeguarding life and property. This protocol and policy is based on the New Jersey Uniform Fire Code and nationally recognized fire safety standards.

Situation
Visible fire, smoke condition, explosion, odor of smoke in any campus building or on any campus property; including vehicle/trash/brush fires

Action Required

1. The appropriate municipal fire suppression agency responsible for responding to the campus shall be immediately notified by campus personnel of the situation. Information to be provided to the emergency responding agency shall include:
   - The location of the fire/smoke condition/odor
   - What is on fire (building, car, brush, etc.)
   - A call back phone number
   - If possible, also report whether the building or vehicle is occupied.
   (N.J.A.C. 5:70-F401.3, 2006 International Fire Code)

2. Trained personnel will immediately begin evacuation of any building involved. If available, dispatch campus personnel to the main entrance and guide responding units to the scene.

Notification to the Division of Fire Safety shall be made as soon as possible, by calling 1-877-NJ-FIRES (1-877-653-4737) and providing information on the incident to the dispatch center.

The following was added by the College Fire Marshal:
Immediately call Campus Public Safety at extension 6666 so that the fire department can be notified. You may also call 911 (9-911 from Campus Phones) after calling Public Safety.