FIRE SAFETY

I. INTRODUCTION

Fire Safety at Ramapo College is in keeping with the Strategic Plan Guiding Principles, Goal #3: Enriching College Life and Community Presence; “The College will promote campus safety and security and lifestyle practices that focus on safety, health ... “

The fire safety information contained within and referenced throughout this document is intended to Inform, Educate and Train resident students.

The Fire Safety Policies and Procedures section of this guide does not include any extensive explanation of the reasons which underlie them. We do point out that the law requires the regulations and we do say that they are intended to prevent injuries to members of the College community, and physical damage to facilities.

What follows will be an effort to explain the rationale behind some of our fire safety regulations, using plain language and being as succinct as it is possible to be. First, though, a few words about the College’s approach to the question of fire safety in on campus student housing.

It would be possible for the College to structure an environment which would be absolutely safe by banning every type of behavior or item which might in any way be hazardous. Such an environment would be so sterile, though, that no one could comfortably live in it. At the other extreme, we could structure an environment which would maximize comfort and convenience and which would be unsafe for human habitation.

Somewhere between those two extremes, a reasonable balance between safety and convenience has to be found. The College has tried to do that.

We are frequently asked why we ban behaviors or items, which seem to be less unsafe than other behaviors or items which are permitted. Irons, for example, are permitted in on campus student housing, while toasters are not.

No one suggests that a toaster is more of a hazard than an iron. But in the effort to find a reasonable compromise between safety and convenience, it is necessary to take into account factors other than a simple measure of the danger involved in particular behavior. How necessary to a reasonably comfortable existence is the item or behavior? Is that necessity strong enough to justify the risks the behavior entails?

Obviously, reasonable people will arrive at different answers to those questions. The College has arrived at a certain set of answers with which one might differ. But critics of the fire safety policy ought to believe and understand that those within the College who share the responsibility for formulating that policy are trying to protect both the safety and the comfort of students.
Fire Safety Policies & Procedures are located at the Environmental Health and Safety webpage:
http://ww2.ramapo.edu/ehs/fire-safety.aspx

The College has a ZERO TOLERANCE POLICY in connection with any infractions of the Fire Safety Policies and Procedures!

II. FIRE SAFE ENVIRONMENT

Ramapo College is committed to maintaining the most fire safe environment for our students and employees. We do this in a number of ways.

A. Resources
We work in partnership with our resources on campus, with the emergency responders of Mahwah Township; including Police, Fire, the Director of Emergency Management, and with the New Jersey Division of Fire Safety-State Fire Marshal’s Office.

1. Public Safety responds to all trouble signals, pre-alarms and all fire alarms.
2. The Mahwah Police Department responds to all fire alarms.
3. The Mahwah Fire Department is required to respond to all fire alarms.
4. The College Fire Marshal responds to all fire alarms during his scheduled hours and anytime when his presence is requested during emergencies.
5. All New Jersey State Colleges and Universities are required to report all fires and explosions on Campus to the State Fire Marshal’s Office and the State Fire Marshal or his representative, at his discretion, sends a representative to investigate.
6. Professional housing staff members periodically visit each student’s room, not only to inspect for safety related concerns but to connect with students and inquire as to their overall residential experience.
7. The College Fire Marshal periodically visit each building on Campus, not only to inspect for safety related concerns but to connect with students and employees and inquire as to their overall fire safety experience.
8. A representative of the New Jersey State Fire Marshal’s Office accompanied by the College Fire Marshal conducts an annual unannounced inspection of each building on Campus. All violations are documented and promptly submitted through the appropriate channels for abatement. Generally speaking, almost all violations are abated within the required 30 days. Fortunately fire violations that may present an immediate danger to health and safety are an exceptional event at Ramapo College. However, any violation of that nature is addressed immediately with a primary focus on the health and safety of our students and employees.

B. Fire Protection Systems
All residence apartments are equipped with fire sprinkler, fire alarm, smoke and fire detection, fire extinguisher and ,where required, carbon monoxide detection systems. In addition, all other
buildings on Campus contain the required fire safety systems. Specifically, our systems include smoke detectors, heat sensor technology, carbon monoxide detectors, fire extinguishers, fire sprinklers, standpipes and alarm bells. The entire fire detection and suppression system is hard wired. This means that when triggered, the alarm rings at Public Safety and is transmitted, within the prescribed time specified by the fire code, to the Mahwah Township Police Headquarters Dispatch who immediately dispatches the Mahwah Township Police and Fire Departments.

In addition to the fire systems mentioned above, the College has a network of fire hydrants, fire department connections and valves that must be available at all times in order to supply or assist in supplying water flow to the fire suppression systems.

All fire systems are maintained in accordance with the requirements of the New Jersey Fire Code; one of the strictest fire codes in the United States.

The fire alarm systems are monitored 24/7 at our Proprietary Central Station located in Public Safety.

Fire protection systems are maintained by a fire systems company under contract with the College and permitted by the Division of Fire Safety.

Those systems are inspected annually by a representative of the State Fire Marshal’s Office from the Division of Fire Safety.

1. **Smoke Detectors are the first line of fire defense!** They are triggered by airborne particles in case of smoke from fire. Smoke detectors save lives by providing early warning and allowing for timely evacuation.

2. **Heat Detectors** include pre-set temperature thresholds that sense heat from burning substances and activate the fire alarm when the threshold is met; thus activating the fire alarm as the signal to immediately evacuate the building.

3. **Carbon Monoxide Detectors** are placed primarily as needed in the residence halls. They monitor carbon monoxide levels near devices using fossil fuels (such as laundry room dryers and hot water heaters). Carbon Monoxide detectors also save lives by allowing for early warning and timely evacuation.

4. **Sprinklers are another line of defense.** Sprinklers also include pre-set temperature thresholds that sense heat from burning substances and burst the sprinkler head’s sensor bubble when the threshold is met. At the onset of water flow through the sprinkler head; the fire alarm signal sounds thus signaling to occupants to immediately evacuate the building. Sprinklers protect property by suppressing a fire quickly. When activated, a single sprinkler head can release up to 50 gallons of water per minute into the room or space that it protects.

*Ramapo College is 100% compliant with the New Jersey Fire Code requiring that all resident facilities/College and University Residence Halls be protected by fire sprinklers!* It is our sincerest hope that the systems we have in place need never be used. Our policies and
procedures reflect that desire and are based on our collaborative partnership among College, Mahwah Township, New Jersey State, and Federal Fire Safety Officials.

III. FIRE PREPAREDNESS AND PREVENTION INFORMATION

Fire preparedness and prevention is everyone’s responsibility.

A. The following are some of, but are not limited to, a number of preparedness and prevention measures in place at Ramapo College:

1. The College Fire Marshal, Dennis Harrington, is available to assist students and employees with any fire safety questions or concerns that may arise. He can be reached at dharring@ramapo.edu or through Public Safety after regular business hours.
2. The College Fire Marshal in collaboration with the College Administration, Residence Life, and Public Safety conducts Four (4) Fire Drills per calendar year in Residence Halls and Apartments/Dorms and Two (2) fire drills in each of the remainder of the buildings on Campus.
3. Public Safety responds each and every time the system notifies them of any type of pre, trouble or full fire alarm.
4. Monthly inspections of fire extinguishers at all locations are conducted by Facilities Personnel.
5. A contractor, permitted by the NJ Division of Fire Safety, inspects fire suppression and detection systems annually; and on an as needed basis. Any deficiencies found during the inspections and testing of the fire detection, suppression and alarm systems are repaired in accordance with the provisions of the Fire Code.
6. The New Jersey Fire Law requires that a building is immediately evacuated whenever the fire alarm sounds.

B. What are your Preparedness and Prevention responsibilities?

DO:

1. Report any information regarding intentionally set false alarm to a residence life staff member immediately; or should you wish anonymity, you can communicate to Campus Public Safety through the Silent Witness program. Intentionally set false alarms are prohibited by law!
2. Avoid inadvertently activating the fire alarm by not using products or any other items that are prohibited in the Residence Halls. Refer to the Prohibited Items List in Section VI, f.
3. In the event an unwanted FIRE, smoke condition or odor of smoke or explosion (including fireworks) occurs on Campus, the student or employee shall immediately report such condition to Campus Public Safety at extension 6666 (201.684.6666); Public Safety shall immediately
report the incident to the Mahwah Police Dispatch or you may dial 911 (9-911 from Campus telephones) after contacting Public Safety.

4. Contact Facilities at x7660 immediately after a fire extinguisher is used, so that a replacement extinguisher can be installed as quickly as possible.

5. Report any suspected malfunctions of fire safety devices and equipment to a residence hall staff member or to Campus Public Safety at x6666.

6. Know exactly where the nearest exit is located. You should count the number of doors between your setting and the nearest exit so that you can find the exit even if your visibility is impaired by smoke and fire. Always be aware of an alternate exit, in the event that your primary exit is blocked.

7. With your associates, prepare an emergency escape route to use in case of a fire in the building. Know at least two (2) ways out of the building.

8. Have your keys (room and vehicle), Ramapo College ID, any prescription drugs, cell phone and wallet or purse ready to "Grab and Go".

9. Treat every fire alarm as the real thing. Exit the building immediately!

10. Learn STOP, DROP, and ROLL. If your clothing should catch fire, don't run. STOP DROP and ROLL. You should stop where you are, drop to the ground, cover your face with your hands, to protect your face and lungs and roll over to smother the flames.

11. Where applicable, check your kitchen to ensure that your stove and oven are off and any electric coffee or teapot is unplugged before you leave the area.

12. Keep all doorways completely clear at all times. A minimum of 36” clearance to exits shall be maintained at all times.

13. Report to Facilities any obstructions or accumulations of rubbish in the hallways, stairwells, or other means of egress. Continuous obstructions should also be reported to the College Fire Marshal.

DO NOT:

1. Tamper in any way with any fire suppression, detection and any other fire safety equipment. Fire equipment includes but is not limited to fire: extinguishers pull stations, bells, smoke detectors, and heat detectors, hydrants including attachments, hoses/standpipe cabinets, sprinklers and sprinkler pipes and alarm panels. Tampering with any fire suppression,
detection and any other fire safety equipment is prohibited by the Fire Code.

Tampering in this context includes, but is not limited to:

- a. Covering with any products, including food products, clothing, hats, shower caps or materials of any kind.
- b. Disconnecting or altering the equipment
- c. Hanging of any item from equipment or from an area that blocks or interferes with equipment
- d. Bagging the equipment
- e. Applying anything at all to equipment
- f. The unintended use of the equipment

2. Deliberately cause a fire alarm, falsely report a fire, set a fire (including campfires) anywhere on campus, possess and use fireworks and other explosive devices, vandalize any fire system or misuse any piece of fire equipment. These are all acts that are violations of the Fire Code and will be referred to the appropriate College officials for adjudication and will result disciplinary action, fines and may result in expulsion from the College. Furthermore, violators may also be subject to prosecution to the full extent of the law.

3. Go in search of your keys, ID, any prescription drugs, cell phone and wallet or purse or any other possessions when the fire alarm rings. Keep these items readily accessible in case of an emergency and fire alarm.

4. Smoke inside any College buildings or vehicles or within 25 feet of any building.

5. Leave cooking unattended. "WATCH WHAT YOU HEAT!"

6. Attempt to put out a fire once it begins to quickly spread. Individuals who attempt to put a fire out should make sure they have a clear path of retreat from the area. In the event that you find yourself in a situation when the use of a fire extinguisher becomes vital to your safety, remember PASS, or Pull the pin, Aim at the base of the fire, Squeeze the handle and Sweep across the flame.

7. Overload electrical outlets. Replace any electrical cord that is cracked or frayed. Do not repair with electrical tape.

8. Use extension cords for any reason. Use only power strips with circuit-breakers. Do not plug power strips into each other.

9. Place anything over electrical panel/circuit breaker boxes (maintain a minimum 30” clearance around electrical panels and circuit breaker boxes).

10. Place anything over fire detection devices, fire sprinkler heads or lamps.

11. Wrap or hang anything around or from sprinkler piping.

12. Block any exit ways with curtains, netting, or beads; including separations between bedrooms and hallways and entry areas.

13. Suspend any materials from any ceilings.

14. Block exits with furniture or other items.

15. Prevent doors from opening to a 90-degree angle.
16. Prop fire doors open with any object or place an object to prevent fire doors from closing.
17. Hang banners or other decorative materials that are not flame resistant (do not meet the flame propagation performance criteria of NFPA 701). Decorative materials that flame resistant have to be documented and certified by the manufacturer in an approved manner; and are limited to 10% of the aggregate area of walls and ceilings.
18. Run wires across the floor, ceiling or in front of room door.
19. Wrap fire doors in decorative paper, such as holiday or birthday wrapping paper. Doors to offices, classrooms, apartments, bedrooms, kitchens etc. are fire doors.
20. Leave any item in the hallway outside of a room or area door.
21. Leave hair care appliances with heating elements (e.g. flat irons, curling irons) unattended.
22. Use in excess aerosol spray products. Aerosol products are prohibited in Pine and Linden Halls.
23. Hang mirrors from exit doors.

C. WATCH WHAT YOU HEAT

Unattended cooking incidents are the leading cause of fire alarms and fires on college campuses across the country. Unattended cooking is also one of the leading causes of fire alarms at Ramapo College. For these reasons, a special Fire Prevention for cooking section follows.

“Prevent Cooking Fires: Watch What You Heat”

1. Stand by your pan

   I Stay in the kitchen when you are cooking food.
   II If you must leave the kitchen for even a short period of time, turn off the stove.
   III Check the food regularly and use a timer to remind you that the stove or oven is on.

2. Micro-Manage your Microwave

   I Follow the cooking direction provided on the packaging.
   II Avoid over cooking and possible smoke or fire; double check the cooking time that you set.
   III If the product begins to smoke or catches fire, keep the microwave door closed and unplug or set the circuit breaker to "Off".

3. Keep it clean

   I Keep anything that can catch fire—pot holders, oven mitts, wooden utensils, paper or plastic bags, food packaging, towels or curtains—away from your stove top.
   II Clean up food and grease from burners, stovetops and microwave ovens.
4. For Your Safety

I Wear short or close fitting sleeves.
II Loose clothing is more likely to catch fire during cooking.

D. In Case of a Stove or Oven Fire

1. Call Campus Public Safety x6666 immediately so that the fire department can be notified. You may call 9-911 after calling Public Safety.
2. Turn off the heat. Slide a pan lid over flames to smother a grease or oil fire; and then leave the lid in place until the pan cools. It is not recommended that you try to carry the pan outside.
3. Extinguish grease fires with the fire extinguisher provided or use baking soda. Never use water or flour on grease fires.
4. Keep the oven door shut and turn off the heat to smother an oven or broiler fire. If you are not placed in danger, turn off the breaker for electrical stoves.
5. A fire extinguisher is provided in every kitchen. Make sure that the fire extinguisher remains in the designated location, on the holder in the kitchen area.
6. Remember PASS when operating the fire extinguisher. (Pull the pin, Aim at the base of the fire, Squeeze the handle and Sweep across the flame)
7. Notify Campus Public Safety at extension 6666 or Facilities at x7660 anytime the extinguisher is used.

IV. FIRE SAFETY INFORMATION

A. If a fire should occur:

1. ACTIVATE the closest fire alarm system; pull stations are usually located next to an exit or stairwell door. Alert others to the danger; but avoid putting yourself in danger.
2. GET OUT of the building and STAY OUT!
3. CLOSE the doors as you leave to stop the spread of the fire.
4. PROCEED to the Evacuation Assembly Area. Residence Life Staff for students and Emergency Coordinators for employees will show you to the location of your Evacuation Assembly Area sign.
5. NOTIFY Campus Public Safety at extension 6666; then you may dial 9-911. You or someone you designate should make the telephone call from a safe location as quickly as possible. Once you have given the dispatcher the information related to the emergency, wait until the dispatcher hangs up before you hang up because the dispatcher may need more information.
6. DO NOT GO BACK into the building or try to save your possessions.

Clothes, books and papers can be replaced - YOU CAN’T!
B. 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 Evacuation Assembly 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.

Visit this site: [IGot2Kno.org](http://IGot2Kno.org) for College fire survival information

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.

D. 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 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. 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 seek assistance from 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.

V. FIRE SAFETY EDUCATION AND TRAINING

Why is education and training so important?
Campus fire safety education and training is vital to helping prevent the loss of life and injury on Campus. Education and training are also components of the recently-passed campus fire safety provisions of the Higher Education Opportunity Act (HEAO). Colleges and Universities throughout the United States are required to report to the Department of Education how much fire safety education they are providing.

A. The foremost Fire Safety means for education and training specific to Ramapo College are the following:
   1. The Guide to Community Living
   2. The Student Handbook
   3. The Emergency Response Planning Website
   4. Environmental Health & Safety—Fire Safety websites
   5. Fire Safety presentations provided by our Ramapo College Fire Marshal.
   6. Fire Safety training provided by the Bergen County Fire Academy in coordination with the Ramapo College Fire Marshal

B. In addition, all students are encouraged to participate in the Campus Fire Safety training and information available at [IGot2Kno.org](http://IGot2Kno.org) Tools such as igot2kno will help with campus fire safety programs.

C. 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 the following information to enrolled students and current employees. The following information is specific to Ramapo College.

   * Fire Safety Comprehensive Version
   * HEOA Fire Log
   * HEOA Fire Drills Information
   * HEOA Fire Safety Systems in On Campus Student Housing
   * HEOA Open Flame Policy
   * HEOA Education and Training for Students and Employees
   * HEOA Evacuation Policy and Procedures for Students and Employees
   * HEOA Reporting Fires
   * HEOA Plans for Future Improvements in Fire Safety
   * HEOA Smoking Policy

For additional Fire Safety Training Programs the following Information Links are recommended.

   * Division of Community Affairs-Division of Fire Safety
   * NFPA
   * Campus Firewatch
   * Evacuation What All Should Know
   * Consumer Product Safety Commissions (Product recalls)
   * Excellent Fire Safety Information
   * Fire Extinguisher Use Explained
   * Training Site for New Jersey’s Division of Fire Safety
   * United States Fire Administration
Students and employees should direct any Fire Safety related questions to Dennis Harrington, Ramapo College Fire Marshal at dharring@ramapo.edu

VI. REMEDIES FOR NON-COMPLIANCE

Fire Safety Education Class
Students who fail to comply with the sanctioned Fire Safety Education class may be issued a Suspension of Activity Privileges (see Code of Conduct, Section O: Sanctions) that will remain in place until the class is completed and/or the student may face additional disciplinary actions. The Fire Safety Education class is scheduled to take place twice each semester.

A. STUDENT DISCIPLINE/JUDICIAL AFFAIRS
The College expects that students and guests will abide by the rules and regulations set forth in the Guide to Community Living, the Student Handbook, the New Jersey Fire Code and other publications. Students and guests who fail to comply with the College’s and/or the New Jersey State Fire Safety regulations will be held accountable, sanctioned and/or arrested and fined. The Office of Judicial Affairs is responsible for coordinating and adjudicating all College policy violations by students and their guests.

1. SANCTIONS
It is important that students and/or guests do not inadvertently set off the fire alarms. The devices are very sensitive. False alarms not only endanger the life and safety of all residents; but also the life and safety of the campus community, the Mahwah Police and Volunteer Fire Department responders and residents of the Mahwah Township community.

   a. Inadvertently setting off a fire alarm (due to unattended cooking)
      1st offense - $150.00 fine & attendance at a fire safety education class
      □ 2nd offense - $300.00 fine & Residence Probation & possibly moved to a non-cooking facility
      □ 3rd offense – Removal from housing

   b. Inadvertently setting off a fire alarm (due to non-cooking related issues, i.e. blow drying hair right under the heat sensor, spraying aerosol into air, hot showers)
      □ 10 hours community restitution & attendance at a fire safety education class.

   c. Tampering with fire alarm equipment:
      □ 1st offense - $500.00 fine & attendance at a fire safety education class
d. False Alarms
- Anyone found guilty of a false alarm will be referred to the College's Judicial Affairs Office and also may be subject to prosecution to the fullest extent of the law!

e. Fire Alarms and Failure to immediately evacuate from the building including failure to evacuate after warning and/or failure to evacuate at all.
- A $100.00 fine

f. Prohibited Items and Actions
When it comes to fire safety, certain items and actions can compromise the safety of all within our community. Therefore, such items and actions are prohibited. If uncertain about a particular item or action, you are encouraged to bring such item(s) to or discuss plans that may compromise fire safety with your Resident Director who may refer you to Dennis Harrington, the College Fire Marshal. He can be contacted at dharring@ramapo.edu.

Prohibited Items List

1. Aerosol Products
   a. Aerosol Products used in excess may activate the fire alarm system
   b. Aerosol Products are Prohibited Pine and Linden Halls **

2. Ammunitions

3. Animals
   a. Other than Pet Fish in fish tanks not exceeding 10 gallons**
   b. Other than approved & documented Service Pets

4. Appliances
   a. Grills *
   b. Personal Barbecues
   c. Hot Plates * (Including candle and mug warmers)
   d. Microwaves in addition to the College provided Microwaves. Additional microwaves are permitted in College Park Apartments (CPA) only. **
   e. Open Coil Types *
   f. Refrigerators in addition to the College provided Refrigerators or Micro Fridges. **
   g. Rice Cookers *
   h. Skillets *
   i. Space heaters unless provided by Facilities Office in emergency situations
   j. Toasters and Toaster Ovens *
   k. Window Air-Conditioning units not approved by the College
   l. Appliances with exposed heating elements (examples: toasters, toaster ovens, coffee makers with hot plates) A general test of this rule is: if the element(s) that produce
the heat to warm the product are exposed and are hot to the touch, the appliance is prohibited. For example: A Mr. Coffee where the pot rests is an exposed heating element.

i. exceptions: Irons, Curling Irons

5. Candles. Candles manufactured to produce flames are prohibited in residence facilities and apartments. However, flameless battery operated imitation candles are permitted.

6. Decorations
Hanging anything on or from a fire sprinkler heads, fire sprinkler pipes, or smoke detectors
Hanging of anything from the ceiling

7. Egress
   a. Failure to maintain a minimum 36” clearance in the path of egress
   b. Obstructing and/or locking exit doors
   c. Propping open fire and smoke doors with wedges and other objects

8. Explosives Of any kind including Fireworks

9. Extension Cords and Multiple Plug Adapters
Extension cords and any devices that overload electrical receptacles (more than three appliances per outlet or multiple plug/cube adapters). You need to use power strips with circuit breakers that automatically shut off when overloaded. Please see the picture below for an example of prohibited cube/multiple plug adapters. This is just an example and is not an exhaustive list of all the different cube/multiple plug adapters.

Please be aware that power strips may not be “piggy-backed” or used as one plugged into another.

10. Fire Alarms
   a. Deliberately causing false fire alarms
   b. Failure to evacuate during a Fire Drill

11. Fire Equipment
   a. Breaking a sprinkler head
   b. Covering or disabling smoke detectors or any other fire devices
   c. Removing smoke detectors or covers
   d. Tampering with or damaging fire exit lights and/or pull stations
   e. Tampering with, or damaging fire extinguisher(s) or sprinkler control valves

12. Flames and Open Flame Devices except in labs and other permitted areas or as otherwise approved in the Hot Work Policy.

13. Flammable Liquids
   a. All flammable liquids including gasoline, thinners, chemicals, unless stored in an approved non-flammable cabinet only in permitted areas. Flammable liquids are prohibited in On Campus student housing facilities!
b. Items powered by Flammable Liquids or other fossil fuels; items such as mopeds, motorcycles, golf carts or similar vehicles
Also see Sterno Fuel Use Policy

14. **Fog Machines** Any products including dry ice that produce mist, fog, smoke or simulated smoke conditions.

15. **Furniture**
   a. Furniture that meets California Tech. Bulletin 133 is acceptable if approved by the College.
   b. Upholstered furniture, padded, cushioned or beanbag chairs not certified by documentation from the manufacturer as flame retardant.
   c. Waterbeds **

16. **Hookahs** - See Smoking
   The presence and/or use of Hookahs in any on campus student housing facilities.

17. **Immersion Coils**

18. **Incendiary Devices**
   a. Fireworks See Fireworks
   b. Sparklers

19. **Incense**
   a. Paraphernalia and similar items.
   b. Potpourri burners

20. **Lighting**
   a. Dimmers, Ceiling Fans, or any other devices that replace, add to, or interfere with any building fixture.
   b. Halogen Lamps and Sun Lamps You may have lighting that operates on incandescent light bulbs or fluorescent light bulbs.
   c. Holiday Lights and/or String Lights, including LED Lights. Battery Operated Lights are permitted.
   d. Oil Lamps

21. **Recalled products**
   a. Wwo models of the 5-Light Multicolored Floor Lamps, model numbers E230863 and GX6409 are prohibited.
   b. Trinsoinc 15-, 20-, 22-, and 25-watt compact fluorescent light bulbs with the model numbers TS-EN 15W/SP, TS-EN 20W/SP, TS-CFL 22WB or TS-EN 25W/SP printed on the base of the bulb.

22. **Mischief**
   a. Physical activities such as hockey, ball throwing/bouncing, skateboarding, frisbee, etc. that take place near fire suppression and alarm systems

23. **Parking**
   a. Blocking Fire Department Connections
   b. In any Designated Fire Zones
   c. Within 10 feet of a Fire Hydrant

24. **Smoking** see Hookas
   a. indoors, outdoors, on roofs, patios, balconies within 25 feet of any building


b. including the presence and/or use of Hookahs in any on campus student housing facilities

25. Sterno
Used for other than warming foods and in areas that are not protected by a fire sprinkler system. Prohibited in Residence Halls and apartments: unless otherwise stated in the Sterno Fuel Use Policy.

26. Swimming Pools and Hot Tubs
Inside or outside of residence halls **

27. Vegetation
All live trees, wreaths, etc.

28. Weapons
a. Knives, Rifles, Handguns, Paintball Guns
b. Weapons of any kind even though they are presumed to be solely decorative or collectible.
c. Weapons that are props used for stage productions in the Campus Theaters are permitted in those theaters but not in other areas of the Campus.

29. Decorative Materials
a. Hang banners or other decorative materials that are not flame resistant (do not meet the flame propagation performance criteria of NFPA 701).
b. Decorative materials that are flame resistant have to be documented and certified by the manufacturer in an approved manner; and are limited to 10% of the aggregate area of walls and ceilings.
c. Decorative materials/wall coverings (photos, most posters, certificates, proclamations, etc.) that are 0.025 inch or less in thickness are permitted. However, they should not completely cover the walls or ceilings or be located close to any heat source. This practice will decrease the chance of a large fire caused by a covered wall and the coverings coming into contact with any heat source such as lights, receptacles, and any other heat source.

* Unless in areas with approved and fire protected kitchens
**Indicates items that are exclusive to residence in Residence Halls and Apartments; including those occupied by employees of the College residing in Residence Halls. All other items are prohibited throughout the Campus for students and employees, including their guests, vendors and contractors unless noted otherwise.

2. CONFISCATION POLICY
In the course of conducting unannounced Health and Safety Inspections, responding to Incidents by Public Safety and/or Fire Safety Inspections, Residence Life professional staff members, Public Safety Officers, the College Fire Marshal or the State Fire Inspector can confiscate any prohibited items found. Confiscated items that are illegal are subject to the laws applicable to the illegal item.
Ramapo College in cooperation with local, state and federal fire safety officials, reserves the right to amend this listing at any time.

STUDENTS SHOULD REVIEW THE LIST AND USE GOOD JUDGMENT ABOUT THE KINDS OF THINGS THAT ARE PROHIBITED IN THE RESIDENCE HALLS.

The College reserves the right to change anything contained within the prohibited items list. Notice of changes will be provided to residents in their campus mailboxes or via official Ramapo College e-mail. A room, suite, or apartment may be subject to inspection with or without notice at any time.

B. EMPLOYEES AND GUESTS
The College expects that employees and guests will abide by the College’s Policies and Procedures and the New Jersey Fire Code. Notice of changes to the list applicable to employees will be provided via official Ramapo College e-mail. Any violations of the College’s Policy and Procedures by employees and guests shall be administered in accordance with the applicable disciplinary policies and procedures in conjunction with the Department of Human Resources and other appropriate person(s).

EMERGENCY EGRESS DOORS
Residents are not permitted to enter or exit through the emergency egress doors and/or fire doors unless there is an emergency or fire alarm. Entering/exiting through the trash room door located in the back of both Bischoff and Mackin Halls is prohibited. Students are only permitted to enter residence halls through front/main entrance where the ID card reader is located. Residents found entering or exiting as described in this section may be fined and may face judicial action.