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1. Introduction

Fire safety is a top priority at Ramapo College. The College continues to be proactive in ensuring a fire safe environment and improving the fire prevention and preparedness measures on campus. Fire safety is an essential tool in preventing injuries and deaths and protecting the campus community from business interruption and property damage.

The College employs a full-time Fire Marshal to act as a fire safety specialist for the campus community. The Fire Marshal is available to assist students and staff with any fire safety questions or concerns that may arise. The Fire Marshal can be reached at (201) 684-6252 or through Public Safety after business hours.

The Office of the Fire Marshal, under the Department of Environmental Health and Safety, works in close partnership with resources both on campus and throughout the community to maintain a safe and healthy environment for all students and staff.
**MISSION • VISION • VALUES**

**Mission:** The Office of the Fire Marshal is dedicated to providing the students, faculty, staff, administration, and guests of Ramapo College of New Jersey with a sustainable educational environment free from recognized fire, life safety, and health hazards.

**Vision:** To build a sustainable fire safety culture. As an integral part of the region’s premier public liberal arts college, the Office of the Fire Marshal is committed to supporting the current and future needs of the College through engagement and involvement with all aspects of the College’s day-to-day operations, special events, and long-term strategic planning.

**Values:** The Ramapo College Office of the Fire Marshal safeguards the campus community with professionalism, integrity, and respect.

- **Professionalism:** “Excellence is our responsibility.” Be innovative in protecting our people and the environment.
- **Integrity:** Be honest and accountable, committed to high standards and compliance with all laws and policies.
- **Respect:** Care for People. Encourage safe practices, support our community, and promote engagement.

**Strategy:** Our strategy begins with the value of human life above all else and managing all hazards and risks accordingly. To that end,

- We ensure the overall safety of the campus community through detailed inspections of all facilities.
- We are a learning organization that promotes fire prevention and life safety awareness by actively engaging all College departments and offering training, educational programs, and informational resources.
- We focus on the safety and coordination of responding firefighters and emergency services personnel through active communication and timely notification of all potential hazards.
- We establish measurable objectives to track our progress and to facilitate transparent reporting and assessment of incidents.
- We incorporate stakeholder impacts, social responsibility, and environmental protection into our decision-making processes.
- We provide expert guidance and accurate and timely information on fire and life safety concerns.
- We ensure the safe working condition of all fire protection systems through monitoring equipment installation, inspection, testing and maintenance.
- We comply with all laws and set higher standards for ourselves through continually improving systems and processes.
- We increase campus awareness of all laws, regulations, and literature affecting the enforcement of the Uniform Fire Code of New Jersey, other applicable standards, and fire prevention best practices.
2. Overview of the HEOA Fire Safety Requirements


The HEOA is enforced by the United States Department of Education. Institutions that fail to comply with the Act are subject to fines (34 CFR § 668.84). The act has three fire safety requirements, which mandate the following for Title IV institutions:

- Maintain a fire log
- Report fire statistics to the Secretary of Education
- Publish an annual fire safety report

**NOTE: These requirements only pertain to on campus student housing facilities.**

The College’s Annual Fire Safety Report is produced by the Office of the Fire Marshal, under the supervision of the Department of Environmental Health and Safety. The College’s HEOA compliant fire log is maintained by the Office of the Fire Marshal. The HEOA requires that all enrolled students and current employees receive either the Annual Fire Safety Report in its entirety or receive notice of the report’s availability and location. The College notifies all students, staff, and faculty via email or other means of electronic communication regarding the website location for the reports availability. This report and the College’s Fire Safety website will be the primary location for HEOA fire safety reporting requirements and information. A printed copy of the log is available upon request. The HEOA also requires that the Annual Fire Safety Report be made available to prospective students and employees. The College’s Fire Safety website is available to the public for viewing of the fire log.

On-campus student housing facilities and all other campus buildings are also subject to fire safety codes as promulgated by the New Jersey Department of Consumer Affairs (DCA), Division of Fire Safety (DFS).

Mandatory reporting requirements under the Higher Education Opportunity Act (HEOA) include:

**Disclosure of fire safety standards and measures report(s) that contains information about campus fire safety practices and standards, including:**

1. A description of each on-campus student housing facility fire safety and sprinkler system;
2. The number of regular mandatory supervised fire drills;
3. The policies or rules on portable electrical appliances, smoking, open flames (such as candles);
4. The procedures for evacuation;
5. The policies regarding fire safety education and training programs provided to students, faculty, and staff.
6. List of titles to whom students should report fires.
7. Plans for future improvements in fire safety, if determined necessary by the institution.

**Statistics for each on-campus housing facility, during the most recent calendar year, concerning each of the following:**

1. The number of fires and the cause of each fire;
2. The number of injuries related to each fire that results in treatment at a medical facility;
3. The number of deaths related to each fire; and
4. The value of property damage caused by each fire.
Fire Log for on-campus student housing facilities only:
1. Building name
2. General location of fire
3. Date and time of occurrence
4. Date and time reported
5. Cause of fire
6. Logs must be updated within two business days of receipt of new information, 60-day log available for inspection during business hours and entire log available for inspection with two business days’ notice.

Clery Act:

Ramapo College must also comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act codified at 20 USC 1092 (f) (Clery Act). In accordance with the Clery Act, each year the College prepares the Annual Security Report. This report contains statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings; on property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from, the campus. This report contains institutional policies regarding campus security, such as sexual assault and other matters. Additionally, this report provides details about safety programs and resources provided to the campus community.
3. HEOA Definitions (§668.49(a)):

A. **Cause of Fire**: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

B. **Fire**: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

C. **Fire Drill**: A supervised practice of a mandatory evacuation of a building for a fire.

D. **Fire-related Injury**: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.

E. **Fire-related Death**: Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.

F. **Fire Safety Systems**: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

G. **Value of Property Damage**: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

H. **On-Campus Student Housing Facility**: any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
4. Fire Safety Systems

For the current calendar year, the College owned and operated 34 residence halls on campus. One building is currently vacant (White House/Visiting Scholars).

All residence halls and apartments are equipped with fire sprinkler, fire alarm, smoke/heat detection, fire extinguisher, and, where required, carbon monoxide detection systems. In addition, all other buildings on campus also include the required fire safety systems. The fire detection and suppression systems are monitored 24 hours per day, 365 days per year by Public Safety and all fire alarm notifications are relayed to the local Police Department who then immediately dispatch the local Fire Department to campus.

All fire safety systems are maintained in accordance with the requirements of the New Jersey Uniform Fire Code. Maintenance and inspection reports are reviewed annually by a representative of the NJ Division of Fire Safety. Ramapo College is fully compliant with the New Jersey Uniform Fire Code requiring that all residential facilities (dormitories) be protected by fire sprinkler systems.

The College Fire Marshal periodically visits each building on campus to inspect for safety related concerns and to ensure compliance with all mandatory fire safety measures.

All building fire alarm and sprinkler systems are inspected and tested annually:

- A licensed fire protection systems contractor annually inspects all fire suppression and detection systems. Any deficiencies found during the inspection and testing are repaired in accordance with the provisions of the appropriate National Fire Protection Association (NFPA) standard.
- All fire extinguishers are inspected monthly by a fire protection systems contractor.
- All fixed kitchen cooking locations are protected by fire protection systems. The systems are inspected regularly by a fire protection systems contractor and the ventilation hoods are periodically cleaned as required by code.
- All sprinkler systems and standpipe systems are inspected and tested every 5 years for pressure and internal corrosion.
## Student Housing Fire Safety System Inventory

<table>
<thead>
<tr>
<th>Building</th>
<th>Use Group Classification</th>
<th>No. of Stories</th>
<th>No. of Elevators</th>
<th>No. of Stairways</th>
<th>Fire Sprinklers</th>
<th>Standpipes</th>
<th>Fire Extinguishers Manual Pull Stations</th>
<th>Photoelectric Smoke Detectors</th>
<th>Duct Detectors</th>
<th>Heat Detectors</th>
<th>Combo Photo/Heat Detectors</th>
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Updated: 3/28/2022
5. Mandatory, Supervised Fire Drills

The College Fire Marshal, in collaboration with Public Safety, conducts four (4) fire drills per calendar year in on campus housing and two (2) fire drills in each of the academic and administrative buildings. The NJ Uniform Fire Code requires that a fire drill must be conducted within the first 10 days of each semester. The code further requires that at least 1 drill must be conducted after sunset or before sunrise. Inadvertent fire alarm activations do not count as part of the mandatory fire drill requirement.

All occupants are required immediately evacuate the building via the closest exit whenever the fire alarm sounds.

At the direction of the College Fire Marshal, staff members from Public Safety coordinate the evacuations of student housing and meet occupants at the Evacuation Assembly Areas. Public Safety personnel will also conduct a sweep of the residence halls with Fire Safety staff. Public Safety records details of each fire drill and forward a copy of the report to the College's Fire Marshal.

NJ Uniform Fire Code:


Definitions:

DORMITORY. A space in a building where group sleeping accommodations are provided in one room, or in a series of closely associated rooms, for persons not members of the same family group, under joint occupancy and single management, as in college dormitories or fraternity houses.

DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

EMERGENCY EVACUATION DRILL. An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency evacuation procedures.

SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities by not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

403.10.2 Group R-2 occupancies. Group R-2 occupancies located in high-rise buildings shall comply with Sections 403.10.2.1 through 403.10.2.3.

403.10.2.1 College and university buildings. An approved fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group R-2 college and university buildings. Group R-2 college and university buildings shall comply with Sections 403.10.2.1.1 and 403.10.2.1.2.

403.10.2.1.1 Fire emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

403.10.2.1.2 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when school is at assembly, during recess or gymnastic periods or during other times to avoid distinction between drills and actual fires. One required drill shall be held during hours after sunset or before sunrise.
403.10.2.2 Emergency guide. Fire emergency guides shall be provided for Group R-2 occupancies. Guide contents, maintenance and distribution shall comply with Sections 403.10.2.2.1 through 403.10.2.2.3.

403.10.2.2.1 Guide contents. A fire emergency guide shall describe the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms and portable fire extinguishers. Guides shall include an emergency evacuation plan for each dwelling unit.

403.10.2.2.2 Emergency guide maintenance. Emergency guides shall be reviewed and approved by the fire code official.

403.10.2.2.3 Emergency guide distribution. A copy of the emergency guide shall be given to each tenant prior to initial occupancy.

403.10.2.3 Evacuation diagrams for dormitories. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each dormitory sleeping unit. Evacuation diagrams shall be reviewed and updated as needed to maintain accuracy.

405.1 General. Emergency evacuation drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.4 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.
TABLE 405.2
FIRE AND EVACUATION DRILL
FREQUENCY AND PARTICIPATION

<table>
<thead>
<tr>
<th>Group or Occupancy</th>
<th>Frequency</th>
<th>Participation</th>
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<tr>
<td>Group A</td>
<td>Quarterly</td>
<td>Employees</td>
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<td>Group B c</td>
<td>Annually</td>
<td>All occupants</td>
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<tr>
<td>Group R-2 d</td>
<td>Four Annually</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group overnight stay</td>
<td>At the start of each night’s activities</td>
<td>All occupants</td>
</tr>
</tbody>
</table>

c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
d. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with Section 403.10.2.1. Other Group R-2 occupancies shall be in accordance with Section 403.10.2.2.

**Group** | **Description**
--- | ---
**A-1 Assembly** | Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures. Examples: Motion picture theaters; Symphony and concert halls; Television and radio studios admitting an audience; Theaters.

**A-2 Assembly** | Assembly uses intended for food and/or drink consumption. Examples: Banquet halls; Dance halls; Night clubs; Restaurants; Taverns and bars.

**A-3 Assembly** | Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A. Examples: Amusement arcades; Art galleries; Bowling alleys; Places of religious worship; Community halls; Courtrooms; Exhibition halls; Funeral parlors; Gymnasiums (without spectator seating); Indoor swimming pools (without spectator seating); Indoor tennis courts (without spectator seating); Lecture halls; Libraries; Museums; Waiting areas in transportation terminals; Pool and billiard parlors.

**A-4 Assembly** | Assembly uses intended for viewing of indoor sporting events and activities with spectator seating. Examples: Arenas; Skating rinks; Swimming pools; Tennis courts.

**A-5 Assembly** | Assembly uses intended for participation in or viewing outdoor activities. Examples: Amusement park structures; Bleachers; Grandstands; Stadiums.

**Group A EXCEPTIONS:**
1. A building or tenant space used for assembly purposes with an occupant load of less than 50 persons shall be classified as a Group B occupancy.
2. A room or space used for assembly purposes with an occupant load of less than 50 persons and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.
3. A room or space used for assembly purposes that is less than 750 square feet (70m²) in area and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.
4. Assembly areas that are accessory to Group E occupancies are not considered separate occupancies except when applying the assembly occupancy requirements of the barrier free subcode, N.J.A.C. 5:23-7.
5. Accessory religious educational rooms and religious auditoriums with occupant loads of less than 100 are not considered separate occupancies.

**B Business** | Use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Examples: Airport traffic control towers; Animal hospitals, kennels and pounds; Banks; Barber and beauty shops; Car wash; Civic administration; Clinic—outpatient; Dry cleaning and laundries: pick-up and delivery stations and self-service; Educational occupancies for students above the 12th grade; Electronic data processing; Laboratories—testing and research; Motor vehicle showrooms; Post offices; Print shops; Professional services (architects, attorneys, dentists, physicians, engineers, etc.); Radio and television stations; Telephone exchanges; Training and skill development not within a school or academic program.

**E Educational** | Use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade, and day care services for more than five children older than 2½ years of age.

**Group E EXCEPTIONS:**
1. Religious educational rooms and religious auditoriums, which are accessory to places of religious worship having occupant loads of less than 100, shall be classified as A-3 occupancies.
Number of Fire Drills Conducted

<table>
<thead>
<tr>
<th>On Campus Student Housing Facility</th>
<th>No. of Fire Drills Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurel Hall</td>
<td>2</td>
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<tr>
<td>Mackin Hall</td>
<td>2</td>
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<tr>
<td>Bischoff Hall</td>
<td>2</td>
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<tr>
<td>Overlook</td>
<td>2</td>
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<tr>
<td>Pine Hall</td>
<td>2</td>
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<tr>
<td>Buckeye</td>
<td>2</td>
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<tr>
<td>Butternut</td>
<td>2</td>
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<tr>
<td>Cypress</td>
<td>2</td>
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<td>Elm</td>
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<td>Hickory</td>
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<td>Holly</td>
<td>2</td>
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<tr>
<td>International</td>
<td>2</td>
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<tr>
<td>Mimosa</td>
<td>2</td>
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<tr>
<td>Mulberry</td>
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<tr>
<td>Palm</td>
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<tr>
<td>Redwood</td>
<td>2</td>
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<tr>
<td>Science</td>
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<tr>
<td>Sycamore</td>
<td>2</td>
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<tr>
<td>Tamarack</td>
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<tr>
<td>Village 1, 2, &amp; 3</td>
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<tr>
<td>Village 4</td>
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<tr>
<td>Village 5, 6, &amp; 7</td>
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<tr>
<td>Village 8</td>
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<tr>
<td>Village 9, 10, &amp; 11</td>
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<tr>
<td>Village 12</td>
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<tr>
<td>Village 13, 14, &amp; 15</td>
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<tr>
<td>Village 16</td>
<td>2</td>
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<tr>
<td>Village 17 &amp; 18</td>
<td>2</td>
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<tr>
<td>Village 19</td>
<td>2</td>
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<tr>
<td>Village 20 &amp; 21</td>
<td>2</td>
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<tr>
<td>Village 22</td>
<td>2</td>
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<tr>
<td>Thomases Commons</td>
<td>2</td>
</tr>
<tr>
<td>White House (offline)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* As per NJ Executive Order 103, COVID-19 State of Emergency Relaxation of the Regulatory Provisions Concerning Registration, Inspection, and Permitting of Life Hazard Uses, emergency evacuation drills (N.J.A.C. 5:70-3.2, 403.8.1.4; N.J.A.C. 5:70-3.2, 405.2) were suspended.

Pursuant to N.J.A.C. 5:70-3.2, 403.8.1.4 and 405.2, certain groups or occupancies must conduct emergency evacuation drills. In light of the COVID-19 emergency, it may not be feasible or possible to perform such drills because many of these facilities are unoccupied and have no one present to perform such drills. As the applicability of these rules is not required by statute and is regulated through agency rulemaking, the Division of Fire Safety has temporarily suspend these emergency evacuation drill rules for the duration of the public health emergency.
6. Housing Evacuation Guidelines

Before an emergency, identify the location of the two closest exits to your location. Do not assume your usual exit is closest, safest, or available during a fire or other emergency.

A. If a fire should occur:

1. **ACTIVATE** the fire alarm system; pull stations are usually located next to exits or by stairwell doors. Alert others to the fire, but avoid putting yourself in further danger.

2. **IN CASE OF A STOVE, OVEN, OR MICROWAVE FIRE**
   - Turn off the stovetop burners. 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.
   - Extinguish grease fires with the fire extinguisher provided or use baking soda. Never use water or flour on grease fires.
   - Turn off the oven or microwave. Keep the appliances door shut to contain the smoke and heat.
   - A fire extinguisher is provided in every kitchen. Make sure that the fire extinguisher remains in the designated location. 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). Notify Public Safety at x6666 anytime the extinguisher is used.

3. **GET OUT** of the building and stay outside until help arrives.

4. **CLOSE** all doors as you leave to help prevent the fire from spreading. Don’t lock doors which will impede the fire departments response.

5. **PROCEED** to the Evacuation Assembly Area. Residence Life Staff will assist you to the location of your Evacuation Assembly Area (which are all marked with a sign). Please review the assembly areas for your building in advance of any incident.

6. **NOTIFY** Public Safety at x6666; then dial 9-911 to provide the fire dispatcher with additional information. 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 tells you to hang up – they may want you to stay on the line.

7. **DO NOT GO BACK** into the building or try to save your possessions. *Clothes, books, and papers can be replaced — but you can’t be!*

B. Fire Evacuation Procedures - When You Can Get Out

1. When the fire alarm sounds, leave the building immediately. Feel the doors and doorknobs with the back of your hand. If they are not hot, open the doors slightly to check the hallway for smoke or heat. If smoke or heat is present, attempt to 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.

2. Follow EXIT signs to the nearest egress from the building or fire stairwell. Do not use elevators.

3. Warn others by knocking on doors on your way to the closest exit. Assist any person in immediate danger, but avoid putting your safety at risk.

4. Close and leave doors unlocked. This will help to confine the smoke and fire to a smaller area and allow the fire department access to conduct search and rescue as well as fire suppression.

5. When possible, avoid exiting the building through the main entrance. Use the side or rear exits of the building. This will help keep the main entrance clear for arriving emergency responders.

6. Proceed to the designated Evacuation Assembly Area.

7. Do not delay exiting the building.

8. **DO NOT** re-enter the building until instructed to do so by Fire, Police, Public Safety or Residence Life Staff.
C. Fire Evacuation Procedures - When You Can’t Get Out

1. Call Public Safety at x6666 and then dial 9-911. Advise the dispatcher of your location and that you are unable to evacuate; 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. If the smoke is heavy, take a wet towel and place it over your nose and mouth. Stay low where the air may be cooler.
4. Using wet towels, sheets, or clothes, seal openings around doors and air ducts where smoke may enter.
5. Do not stay in internal rooms such as bathrooms or closets.
6. Stay close to the windows. Open them when you are sure there is no smoke or fire outside that could come into your room. Alert fire department personnel to your location by yelling and waving. Do not exit the window onto any ledge.
7. When safe to do so, exit your location as quickly as possible and evacuate the building.

D. Fire Evacuations for Persons with Disabilities

It’s important that the appropriate staff in the Office of Specialized Services (OSS) be made aware of any students with disabilities that may limit their mobility, whether temporary or permanent. Staff may choose to advise HR of any disabilities requiring additional assistance on a voluntary self-disclosure form provided. Attempting to carry a person with limited mobility is discouraged. Evacuation chairs are strategically placed throughout campus and are often located on the top floor of each building in the stairwells. If an alarm is activated, the following procedures should be followed when possible:

1. Students and staff with limited mobility who are not located on the ground floor should proceed into the stairwell and wait on the landing until additional assistance can be summoned.
2. Students and staff with visual impairments should be guided through any evacuee traffic and then promptly assisted to the nearest exit.
3. Students and staff with hearing impairments may be unaware of the need to evacuate and should be advised of the situation. Promptly guide them to the nearest exit.
4. When necessary to summon additional assistance, use the Emergency Phones to call for help and to report the location of person(s) in need of rescue.
5. Emergency Phones that connect you to Public Safety are located in the Academic Cores and in the elevator lobbies on each floor in all 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 Police Dispatcher; do not hang up until the Public Safety or Police Dispatcher tells you to.
6. Students and staff with other disabilities who may be unable to communicate, should be provided assistance and direction to the nearest exit.
7. The fire department will assist in completing the evacuation once they arrive on scene.

E. Areas of Rescue Assistance

Areas of Rescue Assistance are areas, which have direct access to an exit, where people who are unable to use stairs may safely remain to await further instructions or assistance during emergency conditions. Each Area of Rescue Assistance has a phone which can be used to contact Public Safety. Consistent with code requirements, Areas of Rescue Assistance are enclosed with fire separation assemblies having the appropriate fire resistance rating. They are located immediately adjacent to an exit. Occupants should become familiar with the closest Area of Rescue Assistance. Occupants may also choose to take a “horizontal exit” by passing through a set of closed fire rated doors into a separate building. For example, an occupant on the 2nd floor of the C-wing who is unable to utilize the stairs in the event of an emergency, may move through closed fire rated doors into the Student Center.
1. **Academic Areas:** The Academic Buildings Core stairwells, the landing of each floor of the G building and Anisfield, and the stairwells in the Berrie Center are also considered Areas of Rescue Assistance.

2. **Campus Housing: Mackin, Bischoff, Pine, Laurel, and Overlook** - The stairwells of each building are Areas of Rescue Assistance and the upper most floor has an evacuation chair in each stairwell.

3. **Campus Housing: College Park Apartments (CPA) Phase I and Phase II and The Village** - These areas are fully sprinklered, however, they do not qualify as an area of rescue assistance.

**F. Evacuation Assembly Areas**

Once outside, all students and staff shall report to a predetermined Evacuation Assembly Area. Those familiar with the campus shall guide any guests or visitors. Once at an Evacuation Assembly Area, check in with an RA for residence halls, Professor or Instructor for academic areas, or your supervisor. Emergency Coordinators from certain operational areas may be present to assist with evacuations and checking in evacuees. Emergency Coordinators should be wearing a bright vest for identification. The Emergency Coordinator will identify and log in those present at the assembly areas.
7. Procedure for Reporting Fires

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 by Students and Staff:

Ramapo College students and staff are instructed to notify Public Safety at x6666 or (201) 684-6666 regarding all emergency situations including fires. If anyone finds evidence that a fire may have occurred on campus, they should immediately notify Public Safety to respond and document the incident.

Action Required by Public Safety:

Public Safety will immediately notify the fire department to respond. Public Safety also responds to all fire alarms on campus. Once on scene, Public Safety will assist with the orderly evacuation of the building, locating the cause of the activation or fire, accessing the fire alarm panel, and logging all reports. Public Safety will act as Liaison with the local Police Department during all emergencies. Public Safety is staffed to support campus safety activities 24 hours per day, 365 days per year.

Division of Fire Safety Protocol:

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.

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.
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.
3. Public Safety will contact the College Fire Marshal to make the appropriate notifications to the NJ Division of Fire Safety. The College Fire Marshal is required to report all fires on campus to the DFS. A representative from the DFS may be dispatched to investigate the origin and cause. 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.

HEOA Reporting:

The HEOA law requires that the College disclose annual statistical data on all fires that occur in on-campus student housing facilities. The Annual Fire Safety Report is completed by the Ramapo College Office of the Fire Marshal.
8. Residence Hall Policies on Fire Prevention

1. Immediately report any information regarding intentionally activated false alarms to a Residence Life staff member, Public Safety, or the College Fire Marshal. Intentional false alarms are prohibited by law!
2. Avoid inadvertently activating the fire alarm by not using any prohibited items in the Residence Halls and other buildings. Refer to the Prohibited Items and Conduct List.
3. In the event of an odor of smoke, visible smoke condition, or active fire, students and staff shall immediately activate the fire alarm via manual pull station and report such condition to Public Safety at x6666 (201.684.6666); Public Safety will dispatch an Officer and immediately report the incident to the Mahwah Police Department to have the fire department dispatched. You may also dial 911 (9-911 from a campus telephone).
4. Contact Public Safety at x6666 immediately after a fire extinguisher is discharged. A report will need to be taken and a work order put in for Facilities to install a replacement as quickly as possible.
5. Report any suspected malfunctions of fire safety systems or equipment to a Residence Life staff member or to Public Safety at x6666.
6. Know exactly where the nearest exits are located. Count the number of doors between your location and the nearest exit so that you can find your way out even if visibility is impaired by smoke and fire. Always be aware of alternate exits in the event that your primary exit is blocked.
7. Prepare an emergency escape route to use in case of a fire or other emergency in the building. Know at least two ways out of the building.
8. Keep essential items readily available at all times: keys, wallet, College ID, any required prescriptions, cell phone, etc.
9. Treat every fire alarm as the real thing. EXIT the building immediately!
10. If your clothing should catch fire, remember STOP, DROP, and ROLL. Don’t run.
11. As you are exiting, check your kitchen to ensure that your stove and oven are off and all cooking appliances are unplugged before you leave the area. Don’t place yourself in any further danger to do so.
12. Keep all doorways and windows leading to exits completely clear at all times. A minimum of 36” clearance to exits shall be maintained.
13. Report any obstructions or accumulations of rubbish in the hallways, stairwells, or other means of egress to Facilities. Unabated obstructions should also be reported to the College Fire Marshal.
9. Fire Safety Prohibitions

All residents are responsible for adhering to Ramapo College Fire Safety Policies and the New Jersey Uniform Fire Code. Students and resident staff are expected to follow all policies, not be in possession of prohibited items in campus housing, and be aware of the possible sanctions for violations of the prohibited items and actions list. In addition to sanctions imposed by the College, violators may also be responsible for fines issued by New Jersey Division of Fire Safety.

All residence halls and apartment units are subject to periodic fire and safety inspections, and students are expected to cooperate in removing any found violations when requested by Public Safety, the College Fire Marshal, the NJ Division of Fire Safety, or College Administration. The College may require personal furniture or furnishings to be removed from any residence when it determines the situation to be a fire, safety, or health hazard. Under no circumstance should furniture restrict free and easy movement within the room, suite, hallway, or apartment areas, or block egress in any way.

- **Air conditioners** (both window and portable units)
- **Ammunition/Gun Powder/Black Powder/Primers**
- **Animals**
  - Pet fish in a fish tank not exceeding 10 gallons are permitted.
  - Approved and documented Service Pets are permitted.
- **Cooking Appliances**
  - Candle and mug warmers
  - Coffee makers with hot plates*
  - Crockpots*
  - Countertop grills (George Foreman-style grills and/or panini makers)*
  - Deep fryers
  - Electric skillets*
  - Grills and barbecues
  - Hot plates*
  - Instant pots*
  - Microwaves (in addition to the College provided microwaves)*
  - Popcorn makers
  - Pressure cookers
  - Refrigerators (in addition to the College provided refrigerators or micro fridges)
  - Rice cookers*
  - Toasters and toaster ovens*
  - Waffle makers*
  - **Water coolers (with refrigeration/heating elements)**
    - Other Appliances with exposed heating elements. A general test of this rule is if the element or metal surface that produces the heat is exposed and is hot to the touch, the appliance is prohibited. Exceptions: Irons, Curling Irons
    - Blenders and coffee makers or hot water/tea kettles with auto-shut offs are the only appliances permitted in traditional halls.

*Above noted items and additional microwaves are permitted in College Park Apartments (CPA) and Village Apartments only. One (1) of each type of appliance per apartment is permitted.

- **Candles**
  - Candles that produce flames are prohibited in residence halls and all campus buildings.
  - Flameless battery operated imitation candles are permitted.
- **Chafing Dish Fuel**
o Prohibited in residence halls and apartments (unless provided by the College for an approved event).

• Decorations
  o “In Group R-2 dormitories, within sleeping units and dwelling units, the permissible amount of curtains, draperies, fabric hangings and other similar decorative materials suspended from walls...shall not exceed 50 percent of the aggregate wall areas...”
  o No cardboard of any kind may be placed on the walls
  o Hanging anything on or from a fire sprinkler head, fire sprinkler pipe, smoke detector, or alarm device.
  o Hanging of anything from the ceiling or windows is prohibited.
  o Signs, posters, lights, or decorations on the exterior of buildings or attached to window panes is prohibited.
  o Small signs and decoration may be applied to the exterior of sleeping and dwelling unit doors. Signs must not cover more than 5% of the door, must be attached with removable adhesive (not mechanical fasteners), must not obstruct the operation of the door, and must not further compromise the integrity of the fire rated assembly or contribute to fire development.

• Fireworks/Explosives/Incendiary Devices
  o Fireworks are defined as “Any device...intended to produce visible and/or audible effects, by combustion, deflagration, or detonation.”
  o While the following items are now authorized in New Jersey for sale, possession, and use, by persons 16 years of age or older, they are prohibited in all facilities on campus:
    ▪ Sparklers
    ▪ Snakes and glow worms
    ▪ Smoke devices
  o Any type of firework that shoots into the air and/or explodes such as firecrackers, roman candles, bottle rockets, sky rockets, M-80’s or other such items are still illegal in New Jersey and are subjected to fines and penalties under NJ Statutes.

• Extension Cords and Multi-Plug Adapters
  o Extension cords and any devices that has the potential to overload electrical receptacles.
  o You are required to use power strips or surge protectors with circuit breakers that automatically shut off when overloaded.
  o Power strips and surge protectors may not be “piggy-backed” or used with one plugged into another. Power strips must be plugged directly into an electrical outlet.
  o Surge protectors are acceptable but must meet the following regulations:
    ▪ Must be corded with a maximum cord length of 12 feet
    ▪ Provide 600 or more joules of protection
    ▪ Be UL 1449 compliant
    ▪ Have a maximum of eight outlets
    ▪ Have an independent on/off circuit breaker or reset switch

• Flame Producing Devices
  o Except in labs and other permitted areas or as otherwise approved in the Hot Work Policy.

• Flammable Liquids
  o All flammable, hazardous, and toxic liquids/substances including gasoline, motor oil, grill starter fluid, charcoal briquettes, propane, photographic development chemicals, flammable automotive products, tires, pesticides, paint thinners, etc.
  o Flammable liquids are prohibited in on campus student housing facilities. Items powered by flammable liquids such as mopeds, motorcycles, golf carts or similar vehicles are prohibited. Flammable liquids are only approved in permitted areas by the RCNJ Fire Marshal if stored in approved flammable liquid safety cabinets.

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

**Furniture**
- Small furniture items that meets California Tech. Bulletin 117 or 133 are acceptable. Examples would be folding padded butterfly or hang-a-round style chairs, gaming chairs, etc.
- Large items such as couches, oversized beanbag chairs, etc. may be prohibited at the discretion of the College Fire Marshal.
- Upholstered, padded, or cushioned furniture or beanbag chairs not certified by documentation from the manufacturer as flame retardant are prohibited.
- Mattresses that meet California Tech. Bulletin 129 are acceptable.
- Waterbeds are prohibited.

**Hammocks**
- Inside or outside of residence halls, due to risk of injury or damage to property.

**Hoverboards/Electric Scooters**
- Use and/or storage (including charging) on campus is prohibited.

**Humidifiers and Ultrasonic Essential Oil Misters/Diffusers**
- Only permitted with medical necessity. Student must discuss the need with OSS who will refer the situation to the Fire Marshal. May require smoke detector heads to be replaced.
- Reed oil diffusers are permitted.

**Immersion Coils**

**Incense**
- Paraphernalia and similar items
- Potpourri burners

**Lighting**
- Dimmers, ceiling fans, or any devices that replaces, adds to, or interferes with College fixtures.
- Halogen lamps and sun/heat lamps
- Holiday, string, or rope lights, including those using LED bulbs, are prohibited. Battery operated lights are permitted.
- Oil Lamps
- Lava Lamps
  *Floor and table lamps using incandescent, fluorescent, or LED light bulbs are permitted.

**Lofts**
- Bed risers, cinderblocks, and lofted furniture of any kind

**Recalled products at the discretion of the RCNJ Fire Marshal**

**Room partitions or dividers**

**Smoking Paraphernalia**
- The presence and/or use of hookahs or illegal smoking paraphernalia in any on campus student housing facilities is prohibited.

**Space Heaters**
- Unless provided by Facilities

**Thermometers containing mercury**

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

**Vegetation (decorative)**
- All natural and artificial trees and wreaths are prohibited. Small tabletop living plants and flowers are permitted in containers of 1 gallon or less. Plants shall be checked regularly for dryness. **Small artificial plants and decorative wreaths are permitted.**

**Weapons**
- Knives, rifles, handguns, paintball guns, etc. Real or imitation.
- Other weapons of any kind, even if they are presumed to be solely decorative or collectible.
PROHIBITED CONDUCT:

- **Aerosol Product Use**
  - Use of aerosol products may activate the fire alarm system. The use of these products in a manner that may activate the alarm is prohibited in all residences. This includes hair or body sprays, cleaning products, scented misters, etc. Keep use to the bathrooms when possible and limit the quantity and direction of the spray away from any smoke detectors.

- **Blocking Egress**
  - Failure to maintain a minimum 36” clearance in the path of egress
  - Obstructing and/or blocking EXIT doors
  - Proping open fire and smoke doors with wedges and other objects
  - Taping over door latches to prevent doors from locking
  - Storage behind doors that would prevent complete opening to 90°

- **Fire Alarm Activations**
  - Deliberately causing false fire alarms
  - Failure to evacuate during a fire drill

- **Fire Equipment Damage**
  - Breaking a sprinkler head
  - Covering or disabling smoke detectors or any other fire devices
  - Removing smoke detectors or covers
  - Tampering with or damaging fire EXIT lights and/or pull stations
  - Tampering with, or damaging fire extinguisher(s) or sprinkler control valves

- **Mischief**
  - Physical activities such as hockey, ball throwing/bouncing, skateboarding, frisbee, etc. that takes place near fire suppression and alarm systems, may cause unintentional activations.

- **Illegal Parking**
  - Blocking fire department connections (FDCs)
  - In any designated fire zones
  - Within 10 feet of a fire hydrant

- **Smoking**
  - Prohibited indoors or anywhere within 25 feet of any building including outdoors, on patios, or balconies.
  - Use of Hookahs, vapes, and/or e-cigarettes in any campus building is prohibited.
  - Vapes and E-cigarettes may be used outside in accordance with the campus smoking policy.

**NOTE:**

YELLOW denotes new items and updates

**DO NOT:**

1. Tamper with any fire safety equipment – it’s against the law! Most of this equipment is electronically monitored and any sign of tampering will immediately notify Public Safety. Fire safety equipment includes, but is not limited to:
   - Fire extinguishers
   - EXIT signs
   - Emergency exit lighting
   - Pull stations
- Bells, speakers, and strobes
- Smoke/heat/CO detectors
- Hydrants
- Fire department connections (FDCs)
- Standpipe cabinets
- Sprinklers and sprinkler pipes
- Alarm panels

Tampering includes:
- Covering devices with any item, including bags or plastic, food products, clothing, hats, shower caps or other materials.
- Hanging items from devices.
- Wrap or hang anything around or from sprinklers or sprinkler piping.
- Blocking or interfering with access to devices.
- Disconnecting or altering the function of any equipment.
- The intentional activation or use of devices or systems.
- Placing any items on or over electrical panels or circuit breaker boxes in your room or apartment (must maintain a minimum 36” clearance).

2. Deliberately cause a fire alarm, maliciously report a false fire, intentionally set a fire anywhere on campus, possess and/or use fireworks or other explosive devices. These acts are a violation of the NJ Uniform Fire Code and will be referred to the appropriate College officials for adjudication and may result in disciplinary action, fines, suspension from residence privilege, and probation from the College. Furthermore, violators may also be subject to criminal prosecution and civil liability for damages.

3. Leave cooking unattended.

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

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

6. Use extension cords for any reason. Use only power strips with circuit-breakers. Do not plug power strips into each other. **Power strips must be plugged directly into an electrical outlet; a requirement of the NJ Uniform Fire Code.**

7. Run electrical wires across the ceiling or in front of room doors.

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

9. Block exits with furniture or other items.

10. Storing items behind doors that would prevent them from opening to a full 90-degree angle.

11. Prop open fire doors or place any object in an area that would prevent fire doors from closing.

12. Taping over door latches to prevent doors from catching.

13. Wrap doors in decorative paper, such as holiday or birthday wrapping paper.

14. Hang mirrors from exit doors.

15. Leave any item in the hallway outside of a room or door.

16. Leave hair care appliances with heating elements unattended when in use (e.g. flat irons, curling irons).

17. Overcrowd dorm rooms or hall lounges. Residence Life staff should be consulted as to occupancy limits for individual areas.
10. Other Fire Safety Policies and Procedures

Other policies, procedures, and forms can be found on the College’s Fire Safety website:

1. Barbeque Policy
2. Bonfire Policy
3. Candle, Incense, and Open Flame Policy
4. Crowd Management Policy
5. Event Props and Special Amusement Building Policy
6. Fire Alarm Response Policy
7. Fire Drill Policy
8. Fire Safety Penalties and Fines
9. Fireworks Display Policy
10. Food Truck Policy
11. Hazardous Materials Incident Policy
12. Hot Work Policy
13. Imminent Hazard Policy
14. Impairment and Fire Watch Policy
15. Lithium Ion Battery Policy
16. Portable Space Heater Policy
17. Procedure for Reporting Fires
18. Prohibited Items and Conduct List
19. Protect in Place Policy
20. Safe Storage Policy
21. Shelter in Place Policy for Fire Emergencies
22. Sky Lantern Policy
23. **Space Heater Policy – UNDER REVIEW**
25. **Sterno Policy – UNDER REVIEW**
26. Tent Use Policy
11. Fire Safety Education for Students and Staff

Campus fire safety education and training is vital to helping prevent injury, loss of life, and property damage on Campus. Education and training are also components of the campus fire safety provisions of the Higher Education Opportunity Act (HEAO). Colleges and Universities throughout the Unites States are required to report on the fire safety training they are providing.

Fire safety protocol and evacuation procedures training for Residence Life staff is provided by the College Fire Marshal. For each housing facility, this training provides instruction on procedures to be followed in case of a fire and distribution of information on the university's fire safety policies.

During the first floor meetings of the semester, Residence Life staff in each hall provide orientation to the new students living in each area. This mandatory orientation provides students with information on all required fire safety policies and procedures, including emergency evacuation plans and shelter in place procedures. Students are required to sign in for these meetings.

No training is provided to students or staff in firefighting activity, as this is inherently dangerous. Each person’s only duty is to exit safely and quickly, shutting doors along their exit path to contain the spread of flames and smoke; and activating the fire alarm if not already sounding. At no time should the closing of the doors or activation of the alarm delay exit from the building.

A. Fire Safety education and training at Ramapo College is provided through the following:
   1. The Guide to Community Living – provides information to students and staff living in Residence Life housing on campus.
   2. The Student Code of Conduct – provides information to all students regarding the standards of behavior and prohibited conduct
   3. The Student Handbook – provides information to all students regarding the sanctions for Code of Conduct violations
   4. RCNJ Fire Safety Website– provides information to students and staff on fire safe practices, including policies, procedures, and registration forms for special events
   5. Fire Safety presentations for students groups and residence life staff provided by the College Fire Marshal
   6. Fire Safety hands on training for Public Safety and Facilities staff provided by the College Fire Marshal
   7. Fire Safety training provided by the Bergen County Law and Public Safety Institute
   8. First Aid training provided by the Bergen County EMS Training Center
   9. Outside speakers and instructors (such as PSEG)

B. The Ramapo First Responders Club is dedicated to E.M.T.s, firefighters, law enforcement officials, dispatchers, and anyone else interested in emergency services. The First Responders Club hosts events on campus including blood drives, lectures/discussions with local emergency service professionals, Stroke Awareness Month events, free classes, and many other events. It provides a forum where first responders and emergency services personnel can gather and share interests, knowledge, and passion for serving the community.

C. Ramapo College encourages students to pursue additional firefighter and Emergency Medical Technician (EMT) training in the community. Local first responder agencies provide advanced training at the Bergen County Law and Public Safety Institute located only 1.5 miles from campus, as well as the Bergen County EMS Training Center in Paramus, NJ.
D. For additional Fire Safety information, please visit the following recommended sites:

- NFPA
- Campus Firewatch
- Consumer Product Safety Commissions
- Fire Extinguisher Use Explained
- United States Fire Administration
- Children's Fire Safety Web site
12. Future Improvements in Fire Safety

The Office of the Fire Marshal reviews fire safety policies, procedures, systems/equipment, service contracts, and training programs on an ongoing basis. Changes to current practices are instituted as deemed necessary to improve the safety of students and staff as well as protected property.

The Office of the Fire Marshal, on behalf of the entire Ramapo College community, will continue to:

• Ensure a healthy, fire safe environment
• Raise awareness of fire prevention and preparedness
• Annually review all campus fire safety policies and procedures
• Maintain updated maps of all fire hydrants and Evacuation Assembly Areas
• Update available training programs and information resources
• Ensure completion of all required inspections, testing, and maintenance of fire suppression and fire protection systems in accordance with the International Fire Code 2015 New Jersey Edition.

Future Improvement Projects:

Improvements to the College’s fire protection systems are assessed on an ongoing basis and evaluated based on life safety, code and insurance requirements, availability of new technology, timeframe, and availability of funding. The following system upgrades are in the process of being considered for future implementation.

• Replace battery powered or plug in CO detectors with hardwired devices capable of being monitored by Public Safety. All buildings are currently protected with CO detection where required.
13. Fire Log

Ramapo College maintains a written fire log as required by the HEOA. This log includes: the date, time, general location, and cause of each fire. The fire log is open to public inspection during normal business hours in the Public Safety Office or with the Office of the Fire Marshal. Older fire logs are available by request and will be provided within 2 business days.

<table>
<thead>
<tr>
<th>On Campus Student Housing Facility</th>
<th>No. of Fires During Current Reporting Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurel Hall</td>
<td>0</td>
</tr>
<tr>
<td>Mackin Hall</td>
<td>0</td>
</tr>
<tr>
<td>Bischoff Hall</td>
<td>0</td>
</tr>
<tr>
<td>Overlook</td>
<td>1</td>
</tr>
<tr>
<td>Pine Hall</td>
<td>0</td>
</tr>
<tr>
<td>Buckeye</td>
<td>0</td>
</tr>
<tr>
<td>Butternut</td>
<td>0</td>
</tr>
<tr>
<td>Cypress</td>
<td>0</td>
</tr>
<tr>
<td>Elm</td>
<td>0</td>
</tr>
<tr>
<td>Hickory</td>
<td>0</td>
</tr>
<tr>
<td>Holly</td>
<td>0</td>
</tr>
<tr>
<td>International</td>
<td>1</td>
</tr>
<tr>
<td>Mimosa</td>
<td>0</td>
</tr>
<tr>
<td>Mulberry</td>
<td>0</td>
</tr>
<tr>
<td>Palm</td>
<td>0</td>
</tr>
<tr>
<td>Redwood</td>
<td>0</td>
</tr>
<tr>
<td>Science</td>
<td>0</td>
</tr>
<tr>
<td>Sycamore</td>
<td>0</td>
</tr>
<tr>
<td>Tamarack</td>
<td>0</td>
</tr>
<tr>
<td>Village 1, 2, &amp; 3</td>
<td>0</td>
</tr>
<tr>
<td>Village 4</td>
<td>0</td>
</tr>
<tr>
<td>Village 5, 6, &amp; 7</td>
<td>0</td>
</tr>
<tr>
<td>Village 8</td>
<td>0</td>
</tr>
<tr>
<td>Village 9, 10, &amp; 11</td>
<td>0</td>
</tr>
<tr>
<td>Village 12</td>
<td>0</td>
</tr>
<tr>
<td>Village 13, 14, &amp; 15</td>
<td>0</td>
</tr>
<tr>
<td>Village 16</td>
<td>0</td>
</tr>
<tr>
<td>Village 17 &amp; 18</td>
<td>0</td>
</tr>
<tr>
<td>Village 19</td>
<td>0</td>
</tr>
<tr>
<td>Village 20 &amp; 21</td>
<td>0</td>
</tr>
<tr>
<td>Village 22</td>
<td>0</td>
</tr>
<tr>
<td>Thomases Commons</td>
<td>0</td>
</tr>
<tr>
<td>White House (offline)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*All Residence Halls are located on the main campus at: 505 Ramapo Valley Road, Mahwah, NJ 07430
**Residence Hall Fire Statistics for Reporting Year 2021**

### Ramapo College of New Jersey
#### 2021 Fire Log

The Higher Education Opportunity Act (HEOA Public Law 112–315) 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 to enrolled students and current employees:

<table>
<thead>
<tr>
<th>Log #</th>
<th>Incident Number</th>
<th>Date of Incident</th>
<th>Time of Incident</th>
<th>Date Reported</th>
<th>Time Reported</th>
<th>General Location</th>
<th>Cause of Each Fire (i)</th>
<th>Incident Description</th>
<th>Number of Injuries (ii)</th>
<th>Number of Deaths (iii)</th>
<th>Value of Property Damage (iv)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21-00283</td>
<td>Unknown</td>
<td>Unknown</td>
<td>4/10/2021</td>
<td>10:24 AM</td>
<td>CPA International</td>
<td>Intentional</td>
<td>Burn marks found on combustible vinyl siding outside entrance vestibule</td>
<td>0</td>
<td>0</td>
<td>$100 – 999</td>
</tr>
<tr>
<td>2</td>
<td>21-00991</td>
<td>10/28/2021</td>
<td>1:49 PM</td>
<td>10/28/2021</td>
<td>1:49 PM</td>
<td>Overlook</td>
<td>Unintentional: Cooking</td>
<td>Occupant was using a pressure cooker on the stove and left it unattended, flame continued to the stovetop</td>
<td>0</td>
<td>0</td>
<td>$50 – 99</td>
</tr>
</tbody>
</table>

(i) The number of fires and the cause of each fire.

(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.

(iii) The number of deaths related to a fire.

(iv) The value of property damage caused by a fire. (Amounts are estimated)

#### Value ranges for estimated property damage due to fire:

- **$0 – 99:** $0.00 – $9,999
- **$100 – 999:** $100,000 – $99,999
- **$1,000 – 9,999:** $100,000 – $999,999
- **$10,000 – 24,999:** $100,000 – $249,999
- **$25,000:** $1,000,000 – $249,999
- **$25,000:** $250,000 – $500,000
- **$500,000:** $500,000 – $750,000
- **$750,000:** $750,000 – $1,000,000

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Prepared By: E. Kutten, Fire Marshal

Updated: 1/25/2022

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Updated: 3/28/2022
Department of Environmental Health & Safety / Office of the Fire Marshal
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Residence Hall Fire Statistics for Reporting Year 2020

<table>
<thead>
<tr>
<th>Log #</th>
<th>Incident Number</th>
<th>Incident Type</th>
<th>Date of Incident (i)</th>
<th>Time of Incident</th>
<th>Building</th>
<th>Location/Unit</th>
<th>Nature of the Fire (i)</th>
<th>Number of Injuries (ii)</th>
<th>Number of Deaths (iii)</th>
<th>Value of Property Damage (iv)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(i) The number of fires and the cause of each fire.
(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.
(iii) The number of deaths related to a fire.
(iv) The value of property damage caused by a fire.
## Residence Hall Fire Statistics for Reporting Year 2019

<table>
<thead>
<tr>
<th>Log #</th>
<th>Incident Number</th>
<th>Date of Incident (i)</th>
<th>Time of Incident</th>
<th>General Location</th>
<th>NFIRS Code</th>
<th>NFIRS Description</th>
<th>Nature of the Fire (ii)</th>
<th>Number of Injuries (iii)</th>
<th>Number of Deaths (iv)</th>
<th>Value of Property Damage (v)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-1</td>
<td>19-10437</td>
<td>9/4/2019</td>
<td>11:11 PM</td>
<td>Village Quad 2</td>
<td>154</td>
<td>Dumpster or other outside trash receptacle fire</td>
<td>Smoldering fire in dumpster extinguished prior to FD arrival.</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>2019-2</td>
<td>19-10451</td>
<td>9/4/2019</td>
<td>11:30 PM</td>
<td>Pine 313B</td>
<td>113</td>
<td>Cooking fire, confined to container</td>
<td>Microwave sparked and produced a flame while resident was cooking popcorn.</td>
<td>0</td>
<td>0</td>
<td>$50</td>
</tr>
<tr>
<td>2019-3</td>
<td>19-11199</td>
<td>9/18/2019</td>
<td>2:52 PM</td>
<td>Village 11F</td>
<td>113</td>
<td>Cooking fire, confined to container</td>
<td>Occupants cooking taco shells in oven that caught on fire. Extinguished by occupants.</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

(i) The number of fires and the cause of each fire.
(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.
(iii) The number of deaths related to a fire.
(iv) The value of property damage caused by a fire.