

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 (201) 684-6666 regarding all emergency situations including fires. You may also dial 911 (9-911 from campus phones) – make sure to advise the dispatcher that the situation is on the Ramapo College campus. If anyone finds evidence that a fire may have occurred on campus, the person 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 Officers may also perform a fire watch function in buildings that have impaired fire alarm or fire sprinkler systems, in compliance with the NJ Uniform Fire Code. 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.