

**E nvironmental  
Health**

&

**Safety**

and

**Fire Safety**

# Environmental Health and Safety Guidelines

---

---

## **Environmental Health and Safety Guidelines**

Introduction	3
Scope	3
EH&S Codes and Regulations	
General Safety	3
Events/Gatherings	3
Event Props	4
Barbecue Use	4
Strobe Lights	4
Golf Cart Use	4-5
ALERT ME NOW	5
Fire Safety	5
<b>Fire Safety</b>	
Cover	6
Index	7
<b>ALERT ME NOW INFORMATION SHEET</b>	19

# Environmental Health and Safety (EH&S) Guidelines

## Introduction

Environmental Health & Safety and Fire Safety compliance has always been and continues to be a high priority at Ramapo College. We continue to assess what more can be done to raise our preparedness and to assure the safety of all members of the Ramapo College Community: faculty, staff, and students; including vendors, contractors, renters, guests, Summer Camps and anyone else who enters upon the Campus.

## Scope

The policies and procedures contained within this document are applicable to all members of the Ramapo College Community: faculty, staff, and students; including vendors, contractors, renters, guests, Summer Camps and anyone else who enters upon the Campus.

## EH&S Codes and Regulations

### I. General Safety

Ramapo College is required to comply with various NJ State and Local Codes and Regulations including but not limited to the NJ Fire Code and the Mahwah Township Health Code.

Accordingly, those codes and regulations are applicable to all those mentioned above in Scope.

### II. Events/Gatherings

**Required** - A completed "General Fire Safety Guideline Checklist". Obtain form from the office of Events and Conferences when you make your event reservation.

- a. Inside assembly events with more than 50 guests the event coordinator is required to ensure that the safety evacuation announcement is made 10 minutes prior to the start of the event:
  
- b. Food must meet local health code regulations and must be maintained at appropriate temperatures required by the health code.
- c. Campers and guests must be supervised at all times and are only permitted in authorized areas.

### III. Event Props

Any performances, amateur or professional, may not include the use of fire, fireworks, or weapons (including but not limited to knives, guns, swords, etc.)

### IV. Barbecue Use

- a. Fires, for cooking of food only, may only be lit on stationary grilles provided by the College.
- b. Personal barbecues are not permitted on campus.
- c. All ash and used charcoal briquettes must be disposed of in the designated receptacles which are provided at each barbecue area.
- d. College policies regarding noise/quiet hours, trash and alcohol must be observed at all times during barbecues.
- e. A member of Campus Public Safety, Residence Life, an On Call Administrator or the College Fire Marshal may shut down a barbecue if necessary.

### V. Strobe Lights

Strobe lights can cause seizures in people with epilepsy or with other types of medical or psychotically conditions. Accordingly, a sign indicating that strobe lights will be used during the performance shall be posted at the entry to the event.

### VI. Golf Cart Use

Any person who operates a golf cart on College premises must have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

- a. Golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
- b. Golf carts shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- c. Golf carts must be operated in accordance with the manufacturer's recommendations. Golf carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- d. Any golf cart intended to be operated in excess of 15 miles per hour shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights and rear-view mirrors. All speed limits shall be observed.
- e. Golf carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights.
- f. Camp Directors shall assure that each golf cart is tagged with the maximum load capacity recommended by the manufacturer. Golf carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
- g. Golf carts shall be equipped with a functional horn.
- h. Operators of golf carts that are not equipped with turn indicators shall use appropriate hand signals.

- i. Golf carts shall be operated in accordance with the following specific rules
  - 1. Golf carts shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks. Temporary parking close to an entrance is permitted for loading and unloading of passengers or equipment.
  - 2. Operators shall stop golf carts at all blind intersections and sound their horns before proceeding.
  - 3. Golf carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas. Pedestrians, as used here, shall include persons in wheelchairs or mobility assistance devices.
  - 4. Operators shall not stop (bring a golf cart to rest for any period of time) in the middle of roads and walkways.
  - 5. Special care shall be taken while driving golf carts through parking lots and on walkways. Golf carts shall not be operated at speeds in excess of 15 miles per hour in these areas.
- j. The operator of a golf cart may not utilize a mobile phone, portable music player with headphones or engage in any other behavior that may be distracting.
- k. Charge carts in approved areas only.
  - l. Do not overcrowd carts.
- m. Golf Carts shall not be parked in any:
  - 1. Fire Zones.
  - 2. Fire Hydrants.
  - 3. Fire Department Connections.

**Violators of m1, m2 and m3 above shall be subject to a \$100 fine**

#### VII. ALERT ME NOW

The Campus Emergency Notification System which provides:

- 1. Timely Weather-Related Notification
  - a. Delays
  - b. Closings
  - c. Early Closing
- 2. Personal On-Campus Safety Notification
  - a. Dangerous Campus Condition
  - b. Fire On-Campus
  - c. Major Flooding
  - d. Hazardous Material Release
  - e. Power Outage

Complete an ALERT ME NOW INFORMATION SHEET found on page 19 and submit it to the Office of Events and Conferences.

#### VIII. Fire Safety





## **Introduction**

The following Fire Safety information is intended to educate faculty, staff, students and guests about the Policies and Procedures that they shall follow to help prevent fires and to protect themselves and their members in the event of a fire. All renters should take the time to read this information. Camp Directors and the Directors and Leaders of other rental organizations shall also take the time to review and educate their respective Camp and Organization members about these Policies and Procedures.

## **Emergency Situations and Related Procedures**

### I. SITUATIONS:

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

### PROCEDURES:

1. The Fire Laws of New Jersey require that you immediately notify Campus Public Safety or the local fire department of the situation. From Campus phones dial for Public Safety 6666 or 9 then 911 for the Fire Department. Otherwise dial 201.684.6666 for Public Safety or 911 for the Fire Department. Information to be provided to the emergency responding agency shall include:
  - a. The location of the fire/smoke condition/odor.
  - b. What is on fire (building, car, brush, etc.).
  - c. A call back phone number.
  - d. If possible, also report whether the building or vehicle is occupied.
2. Pull Station: If the fire alarm is not activated, pull the nearest fire alarm pull-station (if it is safe to do so). Fire alarm pull stations activate alarm bells throughout the building to alert other residents of the fire emergency and report the alarm to Campus Public Safety. Pulling the fire alarm station may save lives.
3. Trained personnel will immediately begin evacuation of any building involved.
4. Campus Public Safety shall notify the Division of Fire Safety as soon as possible, by calling 1-877-NJ-FIRES (1-877-653-4737) and providing information on the incident to the dispatch center.



## II. SITUATIONS:

Carbon monoxide detection system or device is activated.

### PROCEDURES:

1. The Fire Laws of New Jersey require that you immediately notify Campus Public Safety or the local fire department of the situation. From Campus phones dial for Public Safety 6666 or 9 then 911 for the Fire Department. Otherwise dial 201.684.6666 for Public Safety or 911 for the Fire Department. Information to be provided to the emergency responding agency shall include:
  - a. The location of the source of the carbon monoxide, if known.
  - b. A call back phone number.
  - c. If possible, also report whether the building is occupied.
2. The affected area of the building will be immediately evacuated by trained personnel.
3. Should any additional carbon monoxide detection devices activate, a general alarm signal in the building will be activated by Campus Public Safety or other on site persons by activating the fire alarm Pull Station and the entire building will be immediately evacuated by trained personnel.
4. Should any carbon monoxide detection system or part thereof be disabled or rendered unusable, Campus Public Safety shall notify the Division of Fire Safety as soon as possible, by calling 1-877-NJ-FIRES (1-877-653-4737) and providing information on the incident to the dispatch center.

## III. SITUATION:

Evacuation of the Building

### PROCEDURES:

1. The Fire Laws of New Jersey require that you immediately evacuate the building upon activation of the fire alarm. **You must immediately leave the building via the nearest available EXIT or stairwell!**
2. Do Not Use any of the elevators! Elevators enter into a “Fire Service” mode and may not respond to calls when the fire alarm system has been activated. Also, using the elevator may cause you to be trapped or arrive on the floor where the fire and smoke are located.
3. Do not wait for confirmation of visible fire, smoke condition, explosion, odor of smoke, or assume the alarm is a false alarm.
4. Do not attempt to locate the fire.
5. Do not attempt to fight or extinguish the fire.





## **FIRE PREPAREDNESS AND PREVENTION INFORMATION**

- I. All Residence Halls, Apartments, including bedrooms are equipped with automatic fire suppression (sprinklers) and detection devices (smoke and/or heat detectors) connected to a fire alarm system that signal all fire alarms to a central station at Campus Public Safety.
- II. Maintain a minimum of 36” clearance to the EXIT door from the room that you occupy.
- III. Portable fire extinguishers are also provided in common areas of residence halls and apartments (such as hallways and lounges), and in the kitchen areas of all apartments. Immediately report the use of any fire extinguishers to Campus Public Safety.
- IV. The College has a full time Fire Marshal (Dennis Harrington) who is also available to assist you with any fire safety questions or concerns that may arise. He can be reached at extension 6252.
- V. The Mahwah Fire Department responds to all fire alarms on Campus.
- VI. Monthly inspections of fire extinguishers at all locations are conducted by Facilities Personnel.
- VII. As prescribed by the State of New Jersey Fire Laws (Fire Code), the battery-powered smoke detectors located in the College Park Apartments are tested quarterly by Facilities Personnel.
- VIII. An outside contractor, permitted by the NJ Division of Fire Safety, inspects automatic fire suppression and detection systems annually; or on an as needed basis.
- IX. 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.
- X. The College Fire Marshal in cooperation with Campus Public Safety conducts fire drills during the course of the summer months. These drills are required by the Fire Code.



3. Extinguish grease fires with 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.
7. Notify Campus Public Safety at x7432 or Facilities at x7660 anytime the extinguisher is used.

In case of any emergency, From Campus phones dial for Public Safety 6666 or 9 then 911 for the Fire Department. Otherwise dial 201.684.6666 for Public Safety or 911 for the Fire Department.

**Remember: Prevent Cooking Fires: “Watch What You Heat”**

## **Prohibitions and Prohibited Items**

Prohibited items may be confiscated and discarded, regardless of the expense of the item. Confiscated items are not returned to renters.

The following list is representative of common prohibitions and fines but may not be all inclusive; and therefore subject to updates and changes without prior notification.

1. Smoking anywhere within Ramapo College buildings and vehicles or within twenty-five (25) feet of the entrance to any building. Fire safety is paramount. Ashtrays have been placed around campus for convenience. DO NOT put out or throw cigarettes on the ground.
2. Running wires across walkways and under floor coverings
3. Blocking any of the fire Exits or Exit pathways
4. Moving furniture in Residence Hall to the lobbies/elevator waiting area and to the hallways. The lobbies

## Prohibitions and Prohibited Items continued

25. Hot Plates, skillets, electric open element grills (e.g., George Foreman Grills), toasters and toaster ovens, rice cookers, etc. College Park and Village Apartments are permitted to have these items.

26. Immersion Coils.

27. Oil lamps. 6 8 ( a ) -

28. Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building fixture.

29. Gasoline powered items such as mopeds, motorcycles or their components.

30. All flammable and combustible liquids including thinners or chemicals, propane tanks, lighter fluids.

31. All live Christmas trees, wreaths, etc.

32. Explosives, gasoline, potpourri burners, incendiary devices of any kind

33. Knives, rifles, handguns, paint ball guns, weapons of any kind even if they are presumed to be solely decorative or collectible.

34. Space heaters (unless provided by Facilities (7S,ce tin m)8(enge nc )TJ0.000140.05 0 (120



## Permits

There are certain practices that may be prohibited without the prerequisite of a permit. Requesting a permit shall not be perceived as permission to move forward with the activity for which the permit is being requested. The activity can only proceed upon the issue of the permit. Almost all permits require a fee at the current rate of \$42.00 per permit; one permit per activity.

### A permit is needed for the following:

1. Use of propane
2. To set up a tent that is not one of the College owned tents. The College owned tents are already permitted.
3. To use any of the Residence Hall rooms for any use other than a bedroom; i.e. Mercantile Use to sell refreshments, candy etc.
4. Use of an open flame such as sterno, candles etc. The use of open flames is prohibited in any of the Residence Halls and Apartments.
5. Use of personal barbecues. The stationery barbecues and the barbecues used by dining services are already permitted.

Contact the College Fire Marshall at:  
Dennis Harrington located in Office D107  
Office: 201.684.6252  
Cell: 551.804.2265  
E mail: dharring@ramapo.edu

## Fines

1. **Covering smoke detectors. The fine for covering smoke detectors is \$500**
2. **Parking in front of fire hydrants or in designated fire lanes. Violators are subject to a \$100 fine.**
3. **Tampering with any of the fire safety devices. The fine is \$500 for anyone found guilty of tampering with any of the fire safety devices.**
4. **Malicious activation of the fire alarm or activating a false alarm is subject to a fine of \$500**
5. **Inadvertently setting off a fire alarm due to unattended Cooking / unattended food in microwave:**
  - a. **1<sup>st</sup> Offense \$150.00**
  - b. **2<sup>nd</sup> Offense \$300.00 & May be moved to non-cooking facility**
  - c. **3<sup>rd</sup> Offense Removal from Housing**
6. **Conducting permitted activities without the required permit.**

## **Additional Key Fire Safety Policies and Procedures**

Key Fire Safety Policies and Procedures not included in this booklet are now accessible online at

<http://ww2.ramapo.edu/facultystaff/hr/safety/>

Then, click on Fire Safety

Select the following as needed:

[Fire Watch Policy](#) (pdf)

[Fire Alarm Response Protocol Policy](#) (pdf)

[Tent Policy Regulations](#) (pdf)

[Candle Request Form](#) (pdf)

[Sterno Fuel Policy](#) (pdf)

Should you need any assistance with these Policies and Procedures or any Fire Safety issues or concerns, please contact:

The College Fire Marshall at:  
Dennis Harrington located in Office D107  
Office: 201.684.6252  
Cell: 551.804.2265  
E mail: [dharring@ramapo.edu](mailto:dharring@ramapo.edu)



ALERT ME KNOW

<http://ww2.ramapo.edu/facultystaff/hr/guidelines/index2.aspx?id=13438>





- [Assessment and Management of Vector Tick Populations](#) (PDF)
- [Surveillance Case Definitions](#)

---

Disease Index

Health & Senior Services

NJ InTouch