



## Kean University Fire Safety Policy and Emergency Action Plan

### Police and Fire Emergency and Contact Numbers:

- **Police/Fire/Medical Emergencies : Extension 911**
- **Non-Emergencies : Extension 74800**
- **Fire Safety Director : Extension 74813**
- **If you dial 911 via your *cell phone* advise the dispatcher of your location (Union, NJ-Kean University) before stating your emergency. Your *cell phone* may connect to a regional 911 dispatcher. Remember to place the campus police phone number in your cell phone in advance of an emergency. Campus Police 908-737-4800.**

### ***Responsibilities, Procedures and Instructions***-(2014-2015)

It is essential that the campus community be prepared to respond appropriately in the face of emergencies such as fires, explosions, and chemical releases. The following instructions are to be used by employees and students to ensure a thorough understanding of Kean Universities' Fire Safety Policy and Emergency Evacuation Procedures known as; Kean's- **Emergency Action Plan**.

***Planning:*** The key to a successful building evacuation is planning. Potential emergencies within a building may require the occupants to evacuate the building. The following information and procedures have been designed to help ensure your personal safety, should an evacuation become necessary. All faculty, staff and students should familiarize themselves with these emergency procedures, evacuation plans, and instructions. They should also become familiar with the buildings which they occupy, including the location of the nearest available exits, fire alarm pull stations, and fire extinguishers. See notes under fire extinguisher use.

### **Emergency Management Quick Reference Guide:**

In addition to this Fire Safety Policy please take time to review our Emergency Management Quick Reference Guide. The Quick Reference Guide is an all hazards comprehensive booklet designed to assist with emergencies. It is located at;

<http://www.kean.edu/admin/uploads/pdf/CampusPolice/KeanQuickReferenceGuide.pdf>

***Emergency egress and escape routes:*** Each building has been provided with emergency evacuation floor plan diagrams showing the primary exit and secondary exit as well as the external emergency evacuation assembly areas. The external evacuation map is located at: [www.kean.edu/admin/uploads/images/CampusPolice/Evacuation\\_Map.jpg](http://www.kean.edu/admin/uploads/images/CampusPolice/Evacuation_Map.jpg)

***Maintenance:*** These guidelines are updated annually or as necessitated by changes. They are established so that faculty, staff, and students know their *responsibilities* during an emergency.

**Availability:** These general fire safety/emergency action and evacuation plans are provided to new employees and students, to employee's whose responsibilities under the plan change and if the plan is updated. **See Overnight Group stays listed below.**

***POLICY:*** Upon fire alarm activation, all faculty, students, and staff shall immediately evacuate the building to the designated area of assembly.

***No critical plant operations:*** are needed within any building prior to evacuation with the exception of the power house engineer located in the maintenance building. The power house engineer will secure fuel sources prior to evacuation should the need arise.

***Assignment of personnel:*** Kean University police provide emergency medical aid in conjunction with the Union Township and Hillside Township Fire Departments. Fire rescue and elevator rescue are performed by the local fire departments.

***Procedure for identification of personnel:*** For additional assistance with an emergency contact Campus Police at 908-737-4800. The police department maintains an *active call list* of campus personnel and fire protection/maintenance contractors who may be needed to respond to assist with an emergency.

***Emergency Responders:*** When the fire department responds to the university, the *Fire Department* is charged with the role of incident commander. As incident commander, they may delegate functions or establish a unified command with other emergency agencies as needed.

Kean University facilities/maintenance and police personnel, under the direction of the fire department incident commander, will assist the local fire department with building and room entry, locating alarm areas, as well as checking and operating fire alarm control panels. Faculty, staff, and students are expected and required to cooperate with and follow the directions of the *Fire Department Incident Commander* who may communicate his/her commands to the university police, university officials and other emergency personnel. Failure to cooperate may result in disciplinary action by the university. Failure to evacuate a building or location may result in criminal complaint or arrest.

### **Before a Fire Emergency-planning**

- Keep your most important personal belongings readily accessible, especially keys to your home and vehicle, pocketbook, wallet, medications and appropriate clothing for outside assembly. *You may not be able to return to the building for an extended period!*
- Take time to get to know your building. Know the location of at least two of the nearest available exits from your area.
- Do not use elevators in case of emergency *they may not work!*
- Know the location of the nearest available fire alarm pull stations in the building *where you are located* and how to activate them. Fire alarm pull stations have self-inscribed instructions.
- Participate in fire drills and take them seriously.

- Fire Extinguishers: based on this emergency action plan, *only* certain designated Kean employees are certified / trained to use a fire extinguisher. All other occupants of the building must evacuate!
- Note: building occupants are not required to fight fires.
- Be aware of persons in your area who would have difficulty evacuating due to physical limitations during an evacuation.
- Be aware of any rooms or offices where an alarm may not be heard, including, but not limited to, some bathrooms and photographic darkrooms.
- **Accountability**: *All classroom professors/instructors as well as administrative assistants for each and every department on campus shall be responsible for and utilize a university provided emergency evacuation attendance roster listing all employees and classroom occupants for each day.*

Attendance Roster: [http://www.kean.edu/admin/uploads/pdf/Emergency\\_Evacuation\\_Roster.pdf](http://www.kean.edu/admin/uploads/pdf/Emergency_Evacuation_Roster.pdf)

- The emergency evacuation attendance roster shall **only be collected** during an actual emergency.

### **On Discovering-Reporting a Fire**

- ***Preferred method to notify occupants of a fire***: If you observe fire or smoke, activate the building's fire alarm pull station. Fire alarm pull stations have self-inscribed instructions.
- *Time permitting*: recover your most important personal belongings that are readily accessible, especially keys to your home and vehicle, pocketbook, wallet, medications, and appropriate clothing for outside assembly. *You may not be able to return to the building!*
- If smoke is present, crawl low to the floor.
- Go to the nearest available exit and leave the building. Use the nearest available stairways; **never use elevators!** Elevators may not work in a fire emergency!
- ***Preferred method to report a fire to emergency response personnel***: Call University police (ext 911 from a University phone or 908-737-4800) and provide your location and a description of the fire **after you have left the building.**
- **Extinguisher Use**-If the fire is incipient-(size of a wastebasket) **and** you have taken the *university provided annual fire extinguisher training, use--your safety first--discretion* to select the proper type of fire extinguisher. Always keep an exit at your back. Attempt to extinguish the fire only after evacuation has started and the University Police have been called. **Building occupants are not required to fight fires.** Your safe evacuation should come first and foremost. As such all occupants are required to evacuate!

### **On Hearing the Fire Alarm-Evacuating the Building**

- **All occupants of the building must immediately evacuate the building by proceeding to the nearest available safe exit and proceed to your designated assembly area.**
- Time permitting; recover your most important personal belongings that are readily accessible, especially keys to your home and vehicle, pocketbook, wallet, medications and appropriate clothing for outside assembly. You may not be able to return to the building!

- When you leave your room, close the door.
- If smoke is present, crawl low to the floor.
- Alert all persons in your area as you are exiting the building.
- **Description of Audible Alarm:** The alert tone throughout campus at this time is one of two types of alarms. The newest is a voice/alarm, the second and most common is a horn/strobe alarm.

### ***If You Are Not Able to Leave-Shelter in Place***

- Feel the doorknob, with the back of your hand, before opening any door. IF IT IS HOT, DO NOT OPEN THE DOOR. If it is not hot, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in your room. Keep low to the floor as products of combustion will initially accumulate at the ceiling.
- If you cannot leave the room, seal the cracks around the door with wet towels or other materials. Call University police 908-737-4800 (extension 911 from a campus phone) and let them know your location and that you are unable to exit.
- Open a window a few inches for fresh air and hang a white sheet or cloth out the window to alert the fire department of your location.
- Close all other doors and windows in the vicinity of the fire.
- Stay close to the window, holding a wet towel to your face; and do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the window.

### ***Exiting-Evacuating the Building***

- Leave the building using the nearest available exit.
- ***Do not use the elevator!*** It may not work in a fire emergency!
- When using the stairwell to evacuate, stay to the right, remaining close to the wall to allow the Fire Department personnel sufficient access to get to the fire floor or location of the emergency.  
If an exit is blocked by fire or smoke, go to another available exit.
- If all exits are blocked, return to a safe location, close the door and call University police (extension 911 from a campus phone or 908-737-4800 ) to report your location.
- *After leaving*, move away from the building. *Do not stand in the roadway!* Stay a minimum of 150 feet from the building and ***meet at the designated assembly area for your location.***
- See the attached *Evacuation Assembly Area Map* for your location:  
[www.kean.edu/admin/uploads/images/CampusPolice/Evacuation\\_Map.jpg](http://www.kean.edu/admin/uploads/images/CampusPolice/Evacuation_Map.jpg)  
Campus police will advise if ***relocation*** is needed.
- ***Re-entry: Do not re-enter the building until instructed*** by either the University Police or fire department officials with authority from the Incident Commander. Often the emergency response personnel silence the alarm prior to completion. ***A silenced alarm does not mean re-enter.*** Occupants will be notified to re-enter upon the fire and or police department mobile public address system.

## **Fire Evacuations: Occupants with Disabilities**

It is required that University Police know of faculty, staff and student's immobility, whether temporary or permanent. The Fire Safety Director maintains a list of immobile faculty, staff and students. The Human Resources Office and The Office of Counseling/Disabilities notify individuals of the *option* of being placed on the list. Self identification is voluntary and confidential. The campus police dispatcher receives an updated list each semester of all the occupants with disabilities and the designated areas of refuge. Personnel included on the list are met in person by the Fire Safety Director and given individual guidelines to follow along with *a list of all buildings and areas of refuge within each building*.

Awareness of occupants with a disability is the key to assisting during an emergency.

**Planning:** Before an emergency evacuation of any kind, a partner should be assigned or chosen to accompany and remain with the disabled occupant. Attempting to carry an immobilized person is discouraged. If a fire alarm is activated, the following procedures should be followed at all times:

- The disabled occupant or guardian assigned to the disabled occupant should call extension 911 to notify University Police of their location. If a phone is not readily available, the disabled occupant or guardian should ask a messenger to communicate their location to the University Police or The Township of Union/Hillside Fire Department.
- Visually impaired but mobile persons should first be moved out of the rush of traffic and then promptly assisted to the nearest exit.
- Hearing impaired but mobile persons, who may be unaware of the need to evacuate, should be calmly advised and guided to the nearest available exit.
- Temporarily immobilized persons, including people wearing casts and/or using canes or crutches, should be assisted, depending on their ability to go up and down stairs and maneuver through doorways. Proceed into the stairwell and wait on the landing until additional help can be summoned.
- Permanently immobilized persons who have either limited or no use of their legs and must rely on crutches, wheelchairs, or walkers for transport should proceed into the nearest available safe stairwell and wait on the landing until additional help can be summoned.
- Most enclosed staircase landings within each building are *listed as an area of refuge*.
- In the event that an individual is unable to exit into the staircase landing, whether because of a physical impairment or due to a fire condition in the hallway, that person is to remain in his or her room and/or office and notify University Police at (908-737-4800). *See shelter in place guidelines listed above*.
- The University Police and/or the local fire department will arrive to help complete the evacuation. (End of emergency action plan) continuation of general fire safety policy.

### **Resident Hall Evacuation**

Resident Hall Directors are ultimately responsible for the fire evacuation procedure in their respective buildings. It is the Resident Hall Director's responsibility to make sure that each Resident Assistant, Desk Assistant, and resident is familiar with Kean Universities *Fire Safety Policy and Emergency Action Plan* for his/her respective building(s). During their initial floor meeting each semester, Resident Assistants will provide fire safety information to the students who reside in their area of responsibility. If a resident has a guest in their residence hall, that resident is responsible for escorting his/her guests out of the building, in the event of an emergency evacuation. Upon fire alarm activation, Resident Hall Directors are to evacuate the building along with all the occupants and report to their designated evacuation assembly area. Once at the designated assembly area, the Resident Hall Directors are to account for their residents. Any unaccounted for occupants are to be immediately reported to the Residence Hall Director and University Police. Under no circumstance should anyone remain in the building during fire alarm activation, unless expressly instructed to do so by emergency response personnel.

### **Residence Hall-Occupant with Disability:**

Occupants with either a permanent or temporary disability should be reported to the Fire Safety Director who maintains a confidential list within our emergency dispatch center.

Awareness of occupants with a disability is the key to assisting during an emergency.

*Prior to* an emergency evacuation of any kind, a partner should be assigned or chosen to accompany and remain with the disabled occupant.

Most enclosed staircase landings within each building are *listed as an area of refuge*.

In the event that an individual is unable to exit into the staircase landing, whether because of a physical impairment or due to a fire condition in the hallway, that person is to remain in his or her room and/or office and notify University Police at (908-737-4800). *Important: See shelter in place guidelines listed above.*

### **Residence Halls-**(Nuisance Alarms)

Records are kept on the number of times a smoke detector is activated in an apartment or residence hall room. When only one smoke detector activates in an apartment or room it is known as a local alarm. Residents will be fined and/or sanctioned for two or more local alarms and/or full building alarms during a particular semester, *if the cause* is related to not following the fire prevention guidelines listed within. *In addition*, students will be assessed a residence hall charge when the fire alarm for the entire building is activated due to tampering with a fire alarm device or otherwise creating a false fire alarm. For each false alarm, the floor on which the alarm was set will be charged \$250. All residents of the hall will share this charge unless individuals responsible are identified. Damage to smoke detectors or fire safety equipment will be billed to individual residents in apartments/rooms or as common area damage.

### **Overnight Group Stays/Summer Camps**

In compliance with the New Jersey International Fire Code, all groups staying overnight at Kean University, such as summer camps and similar groups will be responsible for their emergency evacuation and accountability. **A fire evacuation drill (supervised by campus police) is mandated by the New Jersey Division of Fire Safety, upon arrival for all overnight group participants. This drill must occur upon the first nights' arrival.** The person responsible for the overnight group, that is the group "Supervisor", is responsible for ensuring that all of his or her overnight campers are aware of Kean's Emergency Action Plan. The Kean University host sponsoring the overnight group is responsible to disseminate Kean's Emergency Action Plan to all participants and ensure compliance with all requirements. The group supervisor and/or their delegated counselors are to review the emergency evacuation floor plans, posted within each building with all overnight campers. These floor plans show the primary and secondary exits as well as the location of the outside evacuation assembly area. It is extremely important that the overnight campers familiarize themselves with their building upon arrival. All occupants can view Kean's designated evacuation assembly areas at the following link:

[www.kean.edu/admin/uploads/images/CampusPolice/Evacuation\\_Map.jpg](http://www.kean.edu/admin/uploads/images/CampusPolice/Evacuation_Map.jpg)

In the event of an alarm, all building occupants are to immediately exit the building. Elevators are not to be used. Upon exiting the building, all occupants are to locate at the designated evacuation assembly area for their particular building. Once the occupants have evacuated, accountability, in the form of a head-count, is to be taken. If counselors are performing the accountability, their findings must be reported to their "Supervisor" immediately. Any discrepancy is to be immediately reported to the University Police Department, by either reporting to the police officer upon his/her arrival on scene or by dialing campus police at (908-737-4800). [http://www.kean.edu/admin/uploads/pdf/Emergency\\_Evacuation\\_Roster.pdf](http://www.kean.edu/admin/uploads/pdf/Emergency_Evacuation_Roster.pdf) - attendance roster

### **Overnight Camper with Disability**

Most enclosed staircase landings within each building are *listed as an area of refuge*. *Prior to* an emergency evacuation of any kind, a partner should be assigned or chosen to accompany and remain with the disabled occupant.

In the event that an individual is unable to exit into the staircase landing, whether because of a physical impairment or due to a fire condition in the hallway, that person is to remain in his or her room and/or office and notify University Police at (908-737-4800).

*Important: See shelter in place guidelines listed above.*

### **Fire Safety Equipment**

The safety of the Kean University community is everyone's responsibility, and equipment and facilities are maintained to enhance safety. Accordingly, Kean University has a "Zero Tolerance" policy regarding tampering with fire safety equipment. Deliberately causing a fire alarm, falsely reporting a fire or a bomb threat, setting a fire, possessing highly combustible materials, vandalizing any fire system or misusing/blocking any piece of fire equipment (fire extinguisher, pull stations, pull station cover boxes, bells, smoke detectors, and sprinklers) are all acts that will be referred to a University hearing officer for adjudication. Violations of this nature may result in severe disciplinary action. Faculty, staff, or students having any information regarding a false alarm or fire should report the facts to University Police immediately. Violators will be prosecuted to the full extent of the law.

## **United States Fire Administration**

The following link provides excellent information on fire safety for *faculty, staff and students*. United States Fire Administration-Fire Safety Information; <http://www.usfa.fema.gov/citizens>

## **Fire Drills-Residence Halls**

To further insure the safety of students who live in University housing; fire drills are conducted two times each semester. The first drill is scheduled within the first ten days of the semester and all residents are told in advance. The second drill is conducted before dawn or after dusk with no advanced warning. Resident hall students are reminded to read their *Residence Life Student Handbook* [http://www.kean.edu/~reslife/handbook\\_toc.html](http://www.kean.edu/~reslife/handbook_toc.html)

*The Guide: A look at Campus Life and Public Safety* is an additional campus document that provides a wealth of safety information. <http://www.kean.edu/publications/TheGuide.pdf>

**Resident Hall Directors (RHD)** and individual floor *Resident Assistants (RA)* act as fire marshals during fire drills. Enclosed stairways are located at the end of each residence hall building. Under no circumstance are the elevators to be used. When the fire alarm sounds, close the doors as you leave and proceed out of the building to your designated assembly area. Everyone must evacuate the building immediately upon activation of the fire alarm. Once outside, shelter may be taken in a designated alternative location. Anyone found in the building during a fire alarm evacuation (whether or not the alarm is still sounding) will be sanctioned by Residence Life and Housing staff and possibly the University Police. Failure to respond to fire alarms or emergencies, or failure to respond to directions of staff, police or fire officials will be considered a serious violation of the Housing Contract and may result in fines and disciplinary action. After being cleared by the Fire Safety Director or his designate to re-enter the building, residents and guests must use the main building entrance only. If residents do not evacuate a building in a reasonable amount of time, the drill may be repeated until the Fire Safety Director is satisfied with the evacuation time. All repeat drills may be unannounced at the discretion of the Fire Safety Director.

## **Fire Drills-Non Residence- Campus Wide Fire Evacuation Drills**

Fire evacuation/lockdown drills are also conducted twice a month for the University Child Care Center. Fire evacuation drills for all other campus buildings are scheduled on an annual basis with the start of the fall semester each year. All occupants must evacuate the building and campus police will be located outside to assist with guiding occupants to their designated area of assembly. Occupants shall not use the elevator. *Campus Police are provided annual training* on the safe and orderly emergency evacuation of all students/faculty and staff. Campus police participate and assist all occupants during the fire evacuation drills.



### **Fire Alarm Inspection and Testing**

Inspection and testing of all fire detection and suppression systems are performed by independent companies to ensure compliance with all applicable codes and standards.

Fire alarm testing and inspections are scheduled during the summer months, with notices sent to key building occupants. The key building personnel are responsible for informing the building occupants of the date and time of the test.

On a regularly scheduled basis, the Fire Safety Director schedules inspection and testing of all fire alarm systems, smoke detectors, sprinkler systems, and fire extinguishers.

In accordance with State Law, all the fire alarm systems throughout each building are tested once a year by our authorized fire system maintenance contractor to make sure the systems are working properly.

During fire alarm testing, all voice/horn/bell alarms are sounded first to make sure they are operating properly. Once the audio alarms are silenced, the rest of the fire alarm system is tested. If an audio alarm does not work, it must be repaired. If building occupants notice that nearby audio alarms do not sound, they should bring it to the attention of the Fire Safety Director at extension 74813, Facilities & Campus Planning Ext. 75000 or University Police Ext. 74800

The fire alarm systems are monitored 24 hours a day, 365 days a year at the University Police Headquarters.

Sprinkler systems are tested quarterly and inspected monthly. All of the Residence Halls are provided with a complete sprinkler system. Some of our academic buildings have sprinkler systems as well.

Cooking equipment in food service facilities are protected by overhead hood suppression systems. This is like a fire extinguisher that is hooked up to the overhead hood above the stove. These systems are inspected and tested every 6 months.

Kean University's fire safety program is under the jurisdiction of the Department of Community Affairs, Division of Fire Safety. Under the authority invested in the Division of Fire Safety by the Uniform Fire Code, this state agency inspects all campus facilities. Some buildings are inspected quarterly depending on their classification and use. Kean University's Fire Safety Director periodically inspects the buildings throughout the year to ensure compliance with all State codes.

## Fire Extinguishers

Portable fire extinguishers can save lives and property by putting out or containing small (incipient) fires until the fire department arrives; but portable extinguishers have limitations. Because a fire can grow and spread so rapidly, the number one priority for residents is to evacuate out of the building using the nearest safe exit.

**Note:** Policy reminder: *All employees/students and faculty are required to evacuate the building upon fire alarm activation.*

The *only* persons authorized (at-their safety first-discretion) to attempt to extinguish an incipient fire (size of a wastebasket) are facilities employees and campus police/security personnel *who have received our university provided* annual fire extinguisher training.

There are approximately 800 fire extinguishers on campus. All fire extinguishers are inspected monthly, and hydrostatically tested in accordance with The National Fire Protection Association -N.F.P.A.10. If anyone sees a fire extinguisher with an old inspection tag or an extinguisher that is damaged or missing, please report the location to the Fire Safety Director at extension 74813. Tampering with a fire extinguisher is a violation of the law and violators will be prosecuted to the fullest extent of the law!

### **Fire Extinguisher Safety Tips:**

- Use a portable fire extinguisher, if the fire is incipient-(size of a wastebasket) and if you are *authorized* by having taken the university provided annual training. Remember these useful tips;

<http://www.fireextinguisher.com>

To operate a fire extinguisher, remember the word **PASS**:

- Pull the pin. Hold the extinguisher with the nozzle pointing away from you & release the locking pin.
  - Aim low. Point the extinguisher at the base of the fire.
  - Squeeze the lever slowly and evenly.
  - Sweep the nozzle from side-to-side while aiming at the base of the fire.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. The Fire Safety Director provides fire extinguisher training to certain designated employees based on Kean's emergency action plan.
  - Most fire extinguishers are installed close to an exit. Keep your back to a clear exit when you use the fire extinguisher, so you can make an easy escape if the fire cannot be controlled. If the room begins to fill with smoke and fire, leave immediately.
  - During the first floor meeting of the year, Resident Assistants introduce the residents to the fire safety equipment. The **PASS** method (**P**ull, **A**im, **S**queeze, and **S**weep) is used to explain proper use of a fire extinguisher, but evacuating the building is the focus!
  - **Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.**

## SPRINKLERS

A properly maintained and working sprinkler systems is an important part of the fire protection system within all Kean University residence halls and several other campus buildings. All residence halls are mandated by state law to have a sprinkler system. Like fire alarms, these systems are checked on a regular basis. Their purpose is to suppress a fire and keep it from spreading. Water flowing in the system triggers the fire alarm.

Please report any leaking sprinkler equipment to the Fire Safety Director at extension 74813, Resident Life & Housing Office at extension 76800 or University Police at extension 74800. Do not hang any objects or decorations from sprinkler heads and pipes. This action can not only cause damage, but it is illegal if done intentionally. Residential Life and Housing is charged with reporting any damage in residence halls--and will charge/bill the person responsible for damages.

## Fire Prevention

**Throughout the University, including Residence Halls**

The following is a list of items and actions that are **prohibited** in order to assist with fire prevention at the university. Please be advised that while this list is extensive, it is in no way *all inclusive*. The list is intended to be used as a guideline. For questions on what is allowed, please contact the Fire Safety Office.

- The possession of candles, incense, hookahs, bongos and any open flame devices are not permitted in any building unless properly authorized by the Fire Safety Director.
- Live Christmas trees and wreaths, are not permitted unless properly authorized by the Fire Safety Director.
- Neon signs and string lights (e.g. holiday lights) are prohibited.
- Firearms, weapons, paintball guns, fireworks, explosives, chemicals (except in authorized labs), firecrackers and like items are prohibited.
- University authorized and sponsored fireworks presentations must have properly authorized permits-insurance from local and state authorities, including written notification to and approval from the local township municipal and fire department authorities. It is also required that the neighboring community surrounding the campus be notified at least 48 hours in advance of any authorized and properly licensed fireworks displays. The permit procedures should include arrangements for the proper fire department apparatus and personnel to provide the appropriate fire protection and safety at the fireworks presentation. See the Fire Safety Director for details.
- **Unauthorized modification of space and the furnishings contained within, including the installation of air conditioners, refrigerators, paintings, and any personal furnishings is prohibited.**
- Do not decorate common areas without approval from the fire safety office.
- Nothing may be attached to any egress window or egress door (room entry door, bedroom door, hallway door etc.)
- **Furniture such as chairs, couches, mattresses, waterbeds etc., other than those provided by the University.**
- Do not move furnishings from their original locations or store items on top of them that are less than 18" from the ceiling or bottom of any fire sprinkler heads.
- Disorderly room/office conditions and/or the storage of excessive amounts of paper, trash or recyclables are prohibited. Prohibited items continues on next page ;

- Trash and recycling containers must not interfere with the buildings' means of egress and can not be stored in stairwells.
- Personal lamps including halogen lamps are **not** allowed.
- Motor vehicles of any kind, including but not limited to, mopeds, motorcycles, and motor bikes are prohibited in any of the University's buildings.
- Electrical heat producing appliances (stoves, George Foreman grills, toasters, toaster ovens, hot plates, and portable heating units) are prohibited, including all appliances that are not *UL listed* and appliances that are recalled by manufacturers or government agencies.
- Open coil appliances for heating water and beverages are prohibited.
- Electric heaters are *only allowed if provided by the University*
- Blocking the means of egress within hallways/walkways and staircases in any building is prohibited.
- Door stops, wedges and other unapproved hold-open devices on fire doors shall be prohibited. Self-closing and automatic-closing devices shall be approved. Where it is desired to keep doors open, an automatic-closing device actuated by the fire detection system shall be provided in accordance with the building code. All unauthorized devices used to prop open doors shall be removed immediately.
- Smoking, including e-cigarettes is not permitted within any building on campus.
- Possession of highly flammable materials including gasoline, their containers (whether containing fuel or empty), propane cylinders are prohibited.
- Kerosene lamps, oil lamps, alcohol lamps, lighter fluid and other highly flammable substances are prohibited.
- Setting or fueling a fire of any size is prohibited.
- Use of fire-fueled or electric grills for any purpose is prohibited.
- Portable LP gas cooking equipment such as a barbecue grill is restricted to our dining hall vendor via a permit process with the Division of Fire Safety.  
The cooking equipment must be commercial grade and is prohibited;
  - a. On any portion of a building;
  - b. Within any room or space of a building;
  - c. Within five feet of any combustible exterior wall;
  - d. Within five feet, vertically or horizontally, of any opening in any wall; or
  - e. Under any building overhang.
- A person shall not cause or allow *open burning* unless approved in accordance with the Uniform Fire Code and the KEAN Fire Safety Office.
- A person shall not take or utilize an open flame or light in any structure or other place where highly flammable, combustible, or explosive material is utilized or stored.
- The installation of personal locks or chains, splicing cable lines, use of materials that damage the surfaces of the building interiors, or prevents authorized equipment from working properly is prohibited.
- In residence halls-do not use a steam iron in the bedrooms.
- Do not spray aerosol cans near smoke detectors.
- Power strips without an internal circuit breaker and UL approval are prohibited.
- Electrical cords shall *not* be routed unsafely (under carpets, in pathways, through doorways, taped down etc.)
- Extension cords and non-breaker multi- plugs adapters are prohibited.
- Power strips may not be used in series to gain greater length. Prohibited items continues on next page

- Spliced, taped or frayed cords must not be used
- Do not hang or attach anything to, or on, any lamp, light fixture, sprinkler head or any other fire detection and suppression devices.
- Anything that damages, misuses, or otherwise *interferes with* the ready and proper operation of any fire detection or fire suppression equipment and related signs is forbidden. This includes, but is not limited to: sprinklers, heat and smoke detectors, extinguishers, fire alarm control panels, pull stations, annunciator, emergency lighting, exit signs, emergency floor plan evacuation signs.
- Intentional activation of a fire alarm when there is no fire emergency is prohibited
- In the residence halls-individual(s) responsible for causing false alarms will be fined \$250.00 and will face both disciplinary and legal action.
- In residence halls do not move wardrobe furniture from its original location or store items on top of them. Storage will block the sprinkler system from working properly.
- In residence halls-items stored must be at least 36 inches from the electrical circuit breaker boxes.

**Confiscation Policy:** The Kean Fire Safety Office reserves the right to permanently confiscate and not return any item deemed a fire hazard. This confiscation policy is not restricted to only items listed on this campus wide prohibited list. The prohibited list is not all inclusive and all faculty, staff and students are urged to consult with the Fire Safety Office on what is permitted on campus.

#### **Consumer Product Safety Commission**

The following is an excellent link to review consumer products for possible recalls due to safety concerns that may occur with consumer products. <http://www.cpsc.gov>

#### ***Use of Places of Assembly***

- Arrangement of “Set Ups” in all multi-purpose rooms and all assembly occupancies must be made through the Office of Facilities and Campus Planning. Kean University personnel responsible for “Set Ups” will review all “Set Up” plans with the Fire Safety Director to ensure compliance with the State of New Jersey, Uniform Fire Codes. To ensure continued compliance with fire codes, re-arrangement of previously approved “Set Ups” is prohibited without the proper authorization of the Fire Safety Director or designate.  
The individual requesting the “Set Up” is responsible for ensuring that the approved “Set Up” is not re-arranged. Re-arranging a “set-up” could in-advertently create a hazardous life safety situation.
- The Occupancy Load for all Places of Assembly must be followed *without exception!* Exceeding the occupancy load is cause for the function to be suspended until the legal occupancy load is achieved.
- Under no circumstances are tables and chairs, other furniture or like objects allowed to be “Set Up” in hallways that are avenues to **EXITS** or part of the **means of egress**.
- Certain buildings on campus will require a “multi-use” permit from the New Jersey Division of Fire Safety. Please see the Fire Safety Director for a list of buildings/rooms.

## ***Health and Safety Guide Procedures for workplace safety at Kean University***

Kean University is committed to providing a campus environment that is accessible and at the same time, safe and secure. To achieve this mission, Kean University has created the *Kean University Health and Safety Guide*, available at

[http://www.kean.edu/admin/uploads/pdf/CampusPolice/Kean\\_Health\\_Safety\\_Guide\\_2012-2013.pdf](http://www.kean.edu/admin/uploads/pdf/CampusPolice/Kean_Health_Safety_Guide_2012-2013.pdf)

The Health and Safety Guide shall be followed to ensure compliance with health and safety standards and regulations promulgated by various regulatory agencies.

The health and safety guide is intended to be used in conjunction with existing university policies and procedures as well as applicable State and Federal regulations concerning health and safety issues.

### **Hot works-Cutting and Welding:**

Included within the Health and Safety Guide are sections of our fire safety policy and procedures, including the university policy and procedure for *cutting and welding*.

You can and must obtain a cutting and welding permit for any cutting and welding performed on our campus. You can obtain a copy of the permit form with instructions by clicking on the link below.

**Hot work permits:** [http://www.kean.edu/admin/uploads/pdf/CampusPolice/Welding\\_Permit\\_and\\_Requirements.pdf](http://www.kean.edu/admin/uploads/pdf/CampusPolice/Welding_Permit_and_Requirements.pdf)

### ***Fire Lanes***

The New Jersey Division of Fire Safety may require and designate public or private fire lanes as deemed necessary for the efficient and effective operation of fire apparatus. Fire lanes shall have a minimum width of 20 feet. Designated fire lanes shall be maintained free of obstructions and vehicles and shall be identified in an approved manner. Parking in a fire lane/zone is strictly prohibited and violators will be prosecuted to the full extent of the law.

### ***Uniform Fire Safety Act/Uniform Fire Code***

Kean University is bound by the regulations set forth in the Uniform Fire Safety Act. A copy of the New Jersey Uniform Fire Code and the New Jersey International Fire Code is on file at the office of the Fire Safety Director located within the Maintenance building.

The Uniform Fire Safety Act also referred to as The Uniform Fire Code of the State of New Jersey (N.J.S.A. 52:27D-192 et seq.) was approved November 12, 1983. The ACT establishes a uniform, *minimum* fire safety code enacted by the ***Senate and General Assembly of the State of New Jersey***.

### ***52:27D-193. Liberal construction***

This act is remedial legislation necessary to protect life and property within the State from danger of destruction by fire and explosion and shall be liberally construed to effectuate these purposes.

### **52:27D-195. Purpose**

It is the purpose of this act to ensure that:

- a. All areas of this State are protected by a uniform, *minimum*, fire safety code which will protect the lives and property of the State's citizens.
- b. Uniform, thorough and adequately funded fire safety inspections protect the public whenever buildings which pose a serious life safety hazard are found.
- c. Penalties for violations are both swift and commensurate with the gravity of the offense.

The Uniform Fire Code of the State of New Jersey provides for the local enforcing agency to adopt more restrictive regulations; but does not provide for the local enforcing agency to adopt regulations that are less restrictive than the Uniform Fire Code. It follows that any university administrative official, staff, faculty, student, employee, contractor, vendor etc. does not have authority to suspend, modify, set aside or override any of the regulations of the Uniform Fire Code of the State of New Jersey.

Any and all changes to the above General Fire Safety Policies, Procedures and Instructions shall be made in coordination with the Fire Safety Director of Kean University, to help ensure compliance with the state of New Jersey Uniform Fire Code.

### **Higher Education Opportunity Act (HEOA Public Law 110-315)**

This public law reauthorized and expanded the Higher Education Act of 1965. The act mandates fire safety reporting requirements for institutions with on-campus student housing facilities. The act requires in part that the university publish an annual fire safety report that contains fire safety policies and fire statistics for on-campus student housing facilities. Kean University complies with this mandate by publishing **The Guide** (*Annual campus security and fire safety report*) <http://www.kean.edu/publications/TheGuide.pdf>

### **5:70-1.7. Severability**

If any provision of the Code or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Code which can be given effect and to this end the provisions of the Code are severable.

Link to the New Jersey Division of Fire Safety – Kean University -website <http://www.keanfiresafety.com>

Appendix O – of EMP plan - JNM