

**FAIRLEIGH DICKINSON UNIVERSITY**  
**FLORHAM CAMPUS**  
**DEPARTMENT OF PUBLIC SAFETY**  
**FIRE SAFETY STANDARDS AND MEASURES**  
**2014-2015**

**Overview:**

The Higher Education Opportunity Act of 2008 requires all academic institutions that maintain on-campus student housing facilities to produce and maintain annual fire safety reports. Included in the fire safety report are the following: fire safety practices, fire safety standards and measures and fire/fire safety related statistics. As required by law, this report shall serve as public disclosure as it relates to Fairleigh Dickinson University- Florham campus fire program.

**General Statement:**

The on-campus housing facilities at the Florham Campus are: Rutherford Hall, Hamilton Twombly, Florence Twombly, Park Avenue Apartment, Stirling Hall, York Hall, Ellsworth Hall, Barclay Hall, Penn Hall, Rice Hall, Wilder Hall, Vanderbilt Hall and Danforth Hall.

At Fairleigh Dickinson University-Florham Campus, all residential housing facilities are fully sprinkler system and covered by fire alarm systems. Each fire alarm system is monitored 24 hours a day, seven days a week by Simplex Grinnell central station. The fire alarm systems are tested and maintained by a licensed contractor, in compliance to the current New Jersey N.F.P.A. requirements. Quarterly fire sprinkler inspections and ongoing testing and maintenance of all fire suppression systems, in compliance with the current New Jersey N.F.P.A. requirements are conducted by a licensed contractor, under the directions of the Campus Facilities Department.

All floors of the residential buildings have wall mounted fire extinguishers. Each residential building is equipped with smoke detectors and carbon monoxide detectors.

Each student has access to the Florham Campus Student Handbook via the University website ([www.fdu.edu](http://www.fdu.edu)) and a personal flash drive which outlines the Fire and Safety Regulations under Residence Hall Community Standards. Also listed in the Student Handbook are the fines and sanctions for any Fire Safety violations (see Residence Hall Community Standards). All rooms including classrooms, lecture halls, laboratories, and offices have posted emergency procedures, which outline the procedures and instructions for fire/explosion emergencies. All

emergency management personnel maintain Emergency Operations Plan/Field Guides, which cover fire/explosion incidents. The Incident Command system is outlined.

To date, there are no immediate future plans to make changes to the fire alarm system or fire sprinkler systems.

## **COLLEGE AT FLORHAM FIRE EMERGENCY EVACUATION PROCEDURES**

(Procedures for student housing evacuation and procedures for students and employees should follow in case of a Fire.)

The first person to become aware of a fire emergency should activate pull station if safe to do so, call Public Safety at 973-443-8888 or 911 and provide the location and nature of the emergency.

1. When the fire alarm is activated and sounds, evacuate the building immediately using the primary path. Follow the exit signs to safety and calmly exit the buildings. Leave all personal belongings behind, unless instructed otherwise. Walk without delay, do not run. Do not use elevators. If possible, assist others who may not be capable with following the evacuation plan or those who have recognized disabilities and may need assistance during an emergency.
2. Upon exiting the building, it is important to move as far away from the building as possible and proceed to pre-determined assembly/staging areas identified for the building. This will reduce your exposure to hazards, allow for others to exit safely and provides a clear path for emergency responders to arrive and do their job. Any information relating to the fire emergency can then be relayed to Public Safety, the police or fire department.
3. Do not attempt to re-enter the building until Public Safety, the Police or fire Department gives permission to do so.
4. Remain calm, DO NOT panic.
5. Before opening a door, feel it with the back of your hand. If it is hot, do not open the door. Go to another means of egress. If you cannot exit the room, seal the cracks around the door with towels, linen, clothes (soaked in water if possible). Open your window for air and hang objects out the window to attract attention. Shout for help. If a telephone is available, call 911 and advise them where you are trapped. If smoke is filling the area where you are, keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your mouth and nose.
6. If the door is not hot, brace yourself and open it slowly. If hot air or fire rushes in close the door and follow instructions in number 2.

7. If you can leave, close all the doors behind you and proceed to the nearest safe exit. The nearest exit may not be the one you use to enter the building. Once you leave the building, report to the designated staging area.
8. It is New Jersey State law that when every fire alarm goes off for any reason in the building that you are in, you must evacuate and remain outside until told by campus authorities to re-enter.

**Pre-determined Assembly/staging (depending on the location being safe to assemble in)**

(Follow the instructions of the first responders for a staging area)

**Residential Buildings:**

**Assembly/Staging**

Rutherford Hall	Softball field (secondary-or Lot 6/7)
Hamilton Twombly	Courtyard Rutherford Hall
Florence Twombly	Courtyard Rutherford Hall
Park Avenue Apts.	Parking Lot 3 north and south sides
Stirling Hall #1	Parking Lot 3 south side
York Hall #2	Parking Lot 3 south side
Ellsworth Hall #3	Parking lot 3 south side
Barclay Hall #4	Parking lot 3 south side
Penn Hall #5	Parking lot 3 south side
Rice Hall #6	Parking lot 3 south side
Wilder Hall #7	Parking lot 3 south side
Vanderbilt Hall #8	Parking lot 3 south side
Danforth Hall #9	Parking lot 3 south side

**Academic Buildings:**

Hennessy Hall (Mansion)	Library Lawn
Monninger Center/Library	Grassy area in front of Mansion
Student Center	Library Lawn

Education Opportunity Fund	Library Lawn
Campus Facilities	Library Lawn
Chaine Building	Library Lawn
The Barn	Parking lot #5
Wellness Center	Softball Field
Gatehouse	Soccer Field
F.I.L.L. Program	Soccer Field
Dreyfuss Building	Courtyard-rear of building
Ferguson Recreation Center	Courtyard-rear of building
Rothman Institute	Courtyard-rear of building
ZEN Building	Courtyard-rear of building
Science Complex	Parking lot #8
School of Pharmacy	Parking lot in rear

If a member of the Fairleigh Dickinson community finds evidence of a fire that has been extinguished, and the person is not sure whether the Department of Public Safety has already responded, the community member should immediately notify the Department of Public Safety to investigate and document the incident.

### **Supervised Fire Drills:**

The Department of Public Safety conducts supervised fire drills four (4) times a year. All fire drills are unannounced. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing building. Two (2) fire evacuation drills are conducted after dusk. All corresponding fire drill reports are forwarded to campus facilities and any malfunctions or errors in systems are then repaired and/or corrected. Department of Public Safety conducts four (4) supervised fire drills in all residential and academic buildings annually.

## **FIRE REPORTING**

Any student or employee should report that a fire occurred to the following campus person or organizations:

Any Public Safety Officer or by calling	973-443-8888
Public Safety Director	973-443-8929
Public Safety Assist Director	973-443-8891
Dean of Students	973-443-8936
Any Campus Life	973-443-8574
Any Residence Life	973-443-8586
Any campus facilities	973-443-8926

### **Fire Safety Training**

Resident Assistants receive CERT (Community Emergency Response Team) training annually which includes fire safety. The Department of Public Safety officers receive fire safety training and live fire extinguisher training in conjunction with Florham Park Fire Department. The Department of Public Safety hosts Fire Safety Awareness programs each semester for students, faculty, and staff. Department of Public Safety provides training to officers in NIMS (National Incident Management Systems (IS-700, ICS-200 and ISC-700).

### **Definitions:**

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

**Cause of Fire**-An instance of open flames or factors that give rise to a fire. The casual factor may be, but not limited to, the result of intentional or unintentional actions, mechanical failure, or an act of nature.

**Fire Drill**-supervised practice of mandatory evacuation of a building for a fire safety.

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

**Fire Related Death**-Any instance in which a person:

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 danger of a fire; or dies within one (1) year of injuries sustained as a result of the fire.

**Fire Sprinkler System**-Is an active fire protection measure, consisting of water supply system, providing adequate pressure and flow-rate to a water distribution piping system, onto which fire sprinklers are connected.

**Fire Safety System**-Any mechanism or system related to the detection of a 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.

**Value of Property Damage**-The estimated value 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.

\*definition as per Section 668.49 of H.E.O.A.-Fire Safety

**Residence Halls: Fire Protection System**

Building	Sprinkler	Fire Alarm	Smoke Detector	Carbon-Monoxide Detector	Wall mounted fire extinguishers
Rutherford Hall	✓	✓	✓	✓	✓
Hamilton Twombly	✓	✓	✓	✓	✓
Florence Twombly	✓	✓	✓	✓	✓
Park Ave. Apt.	✓	✓	✓	✓	✓
Stirling Hall #1	✓	✓	✓	✓	✓
York Hall #2	✓	✓	✓	✓	✓
Ellsworth Hall #3	✓	✓	✓	✓	✓
Barclay Hall #4	✓	✓	✓	✓	✓
Penn Hall #5	✓	✓	✓	✓	✓
Rice Hall #6	✓	✓	✓	✓	✓
Wilder Hall #7	✓	✓	✓	✓	✓
Vanderbilt Hall #8	✓	✓	✓	✓	✓
Danforth Hall #9	✓	✓	✓	✓	✓

## **Residence Hall Community Standards**

The following regulations are enacted to protect the general welfare of the residential community. Infractions of any of these regulations may result in disciplinary actions including, but not limited to, fines, loss of privileges, a change in residency or other disciplinary penalties. Conduct that is inconsistent with the goals and objectives of Fairleigh Dickinson University will not be tolerated. Students are required to become familiar with, and abide by, their rights and responsibilities as outlined in this publication and the Code of Student Rights, Responsibilities and Conduct.

### **Fire and Safety Regulations**

- A. Tampering with, modifying or disconnecting any fire equipment, including fire alarms, fire extinguishers, smoke/heat detectors or emergency lighting is prohibited.
- B. Students and their visitors are required to immediately evacuate any campus building when an alarm sounds or when instructed to do so by a University official or staff member. Once outside, students should assemble at least 50 feet away from building. Students may not re-enter any part of the building until authorization has been given by public safety or fire department.
- C. Practice/items considered to be a fire hazard or a danger to the University community will not be permitted. The following are not permitted in the residence halls: 1) firearms; 2) fireworks or explosives; 3) hazardous or flammable chemicals or solvents; 4) ammunition; 5) weapons, including but limited to bows and arrows, illegal knives as defined by New Jersey law, BB guns, slingshots, chukka sticks, Chinese stars, blackjacks or other dangerous instruments; 6) candles, punks, incense sticks, incense and potpourri burners. Decorative candles with unburned wicks are permitted; and 7) halogen lamps. These items may be confiscated by Office of Residence Life. All items confiscated can be claimed in the Office of Residence Life when the student confiscation form left. At that time, the resident will be asked to sign a release agreeing not to return the items to the residence halls. Items left for more than 30 days after the date of confiscation will be discarded unless previous arrangements are made. The Office of Residence Life will not be responsible for items that are discarded.

- D. Fire regulations prohibit the placement or suspension of flammable materials either from ceilings or light fixtures or in a manner that could block the egress from a room, suite, apartment, corridor or building. In addition, flammable materials may not be stored under any stairwell. Holiday trees or other live items such as sprays of green, wreaths, etc., and Hanukkah candles are not permitted in the Residence Halls. Open flames are not permitted in residence halls
- E. Actions such as participating in sports and horseplay in hallways and stairwells, water battles, food fights, and practical jokes are dangerous and disruptive practices and will not be tolerated.
- F. Cooking in the residence halls is limited to the kitchens in the Park Avenue Apartments and the designated kitchen area in the remaining halls. Only apartment residents are permitted appliances for food preparation in their kitchens. Due to fire safety and sanitary standards, all other residents are not permitted to have appliances used for preparing food and/or appliances that contain a heating element in their residence hall rooms or suites. Hotpots and coffeemakers are allowed in rooms. Students may have one microwave oven per room. Microwaves ovens can be no larger than .6 cubic feet. Unauthorized appliances will be subject to confiscation.
- G. Refrigerators up to 4.5 cubic feet are permitted in any residence hall unless designated otherwise by the Office of Residence Life. Only one refrigerator is permitted per bedroom.
- H. Residents are not permitted to bring or install space heaters and air conditioners in their rooms. During emergencies, only University approved heaters will be allowed.
- I. In accordance with local fire code non-surge protected extension cords of any and multi-plug adapters are prohibited in the residence halls. Only UL-approved, grounded, surge-protected, multiple-outlet strips are permitted in residence hall rooms.
- J. The construction of freestanding lofts is permitted with prior approval from the director of Residence Life or his or her designee.
- K. Window screens must not be unfastened or removed. Students are prohibited from screaming and yelling from windows. Under no circumstances will throwing of objects from any window in the residence halls be tolerated. Such conduct poses a danger to the health and safety of other residents. Residents assigned to a room from which an object is thrown will be subject to disciplinary action. Stereo speakers cannot be placed in the window. In addition, displays in windows that are deemed

inappropriate by the University will be removed. Attachments to or through a window are strictly prohibited.

- L. Students are prohibited from entering public restrooms designated for the opposite sex, janitors' closets, boiler rooms, and other unauthorized areas. In addition, students are not permitted on building roofs for any reason.
- M. The storage of bicycles is not permitted in hallways, stairwells, or lobby areas. Residents are to chain bicycles to racks provided by the University. Bicycles chained to the exterior of any building will be removed.
- N. Motorized vehicles are not permitted inside any residence hall nor are they permitted to be chained to the exterior of any building.
- O. Students are to maintain sanitary standards that protect the safety, health and well-being of residents. Authorized representatives of the University have the right to enter any space at any time to inspect facilities. Rooms, suites or apartments continually found unacceptable may result in the residents of that area having their residence hall agreement terminated immediately.
- P. Due to health concerns and as per New Jersey state law, all residence halls are designated smoke free. Smoking of any kind in student rooms and public areas such as hallways, stairwells, laundry rooms, lounges, and lobbies is prohibited. Students may not smoke in a 50-foot radius of any residence hall.
- Q. Throwing of food, bottles, snowball or any objects which present a health and safety hazard or is damaging or disruptive is strictly prohibited in and around the residential facilities.
- R. Proper operation of residence halls elevators is imperative to the safety and convenience of all residents. Tampering with including sounding the emergency alarm or using the emergency phone, may lead to automatic loss of University housing. In addition, any student found vandalizing an elevator will be responsible for the cost of repairing the unit. If the elevator should malfunction, RESIDENTS SHOULD NOT ATTEMPT TO EXIT THE ELEVATOR CAR AND SHOULD WAIT FOR ASSISTANCE.
- S. Attempting to damage, tamper or interfere with the operation of a security camera is prohibited.
- T. Fraudulent use of a key to enter another student's room or inserting inappropriate objects into a lock or card reader that may cause damage or destroy it is prohibited.
- U. The use of any type of grill is prohibited in or around any residence hall area. Grills are permitted in the designated barbecue areas only.



**College at Florham Fire Statistics in Residential Buildings:**

**January – December 2014**

<b>NAME</b>	<b>#</b>	<b>TOTAL FIRES</b>	<b>FIRE #</b>	<b>CAUSE OF FIRE</b>	<b># OF INJURIES</b>	<b># DEATHS</b>	<b>VALUE OF PROPERTY</b>
Rutherford		1	0	0	0	0	0
Hamilton		0	0	0	0	0	0
Florence		0	0	0	0	0	0
Park Ave		0	0	0	0	0	0
Stirling	#1	0	0	0	0	0	0
York	#2	0	0	0	0	0	0
Ellsworth	#3	0	0	0	0	0	0
Barclay	#4	0	0	0	0	0	0
Penn	#5	0	0	0	0	0	0
Rice	#6	0	0	0	0	0	0
Wilder	#7	0	0	0	0	0	0
Vanderbilt	#8	0	0	0	0	0	0
Danforth	#9	0	0	0	0	0	0

**January – December 2013**

<b>NAME</b>	<b>#</b>	<b>TOTAL FIRES</b>	<b>FIRE #</b>	<b>CAUSE OF FIRE</b>	<b># OF INJURIES</b>	<b># DEATHS</b>	<b>VALUE OF PROPERTY</b>
Rutherford		0	0	0	0	0	0
Hamilton		0	0	0	0	0	0
Florence		0	0	0	0	0	0
Park Ave		0	0	0	0	0	0
Stirling	#1	0	0	0	0	0	0
York	#2	0	0	0	0	0	0
Ellsworth	#3	0	0	0	0	0	0
Barclay	#4	0	0	0	0	0	0
Penn	#5	0	0	0	0	0	0
Rice	#6	0	0	0	0	0	0
Wilder	#7	0	0	0	0	0	0
Vanderbilt	#8	0	0	0	0	0	0
Danforth	#9	0	0	0	0	0	0

**January – December 2012**

<b>NAME</b>	<b>#</b>	<b>TOTAL FIRES</b>	<b>FIRE #</b>	<b>CAUSE OF FIRE</b>	<b># OF INJURIES</b>	<b># DEATHS</b>	<b>VALUE OF PROPERTY</b>
Rutherford		0	0	0	0	0	0
Hamilton		0	0	0	0	0	0
Florence		0	0	0	0	0	0
Park Ave		0	0	0	0	0	0
Stirling	#1	0	0	0	0	0	0
York	#2	0	0	0	0	0	0
Ellsworth	#3	0	0	0	0	0	0
Barclay	#4	0	0	0	0	0	0
Penn	#5	0	0	0	0	0	0
Rice	#6	0	0	0	0	0	0
Wilder	#7	0	0	0	0	0	0
Vanderbilt	#8	0	0	0	0	0	0
Danforth	#9	0	0	0	0	0	0

**Florham Campus Fire Statistics in Residential Buildings**

	<b>2014</b>	<b>2013</b>	<b>2012</b>
<b>Fires</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Deaths</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Property Damage</b>	<b>0</b>	<b>0</b>	<b>0</b>