



## **Fire Safety Report 2017**

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### **Fire Protection Management Program and Annual Fire Safety Report on Student Housing**

**New Jersey City University  
2039 Kennedy Boulevard  
Jersey City, NJ 07305**

The following link is to the Student Right to Know Campus Security Act  
<http://njcu.edu/dps/annualreport>

# Fire Protection Management Program and Annual Fire Safety Report on Student Housing

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## Introduction

New Jersey City University (NJCU) Department of Public Safety's, Fire Protection Management Program was instituted to protect students, faculty, staff, visitors and facilities from the dangers of fires, explosions and hazardous conditions which may cause injury or damage.

Our program is designed to meet and exceed compliance with Federal Laws, State of New Jersey Fire Prevention Requirements and local laws governing basic life safety and campus protection.

Programs include: fire evacuation drills, fire safety education for students, faculty, and staff; fire inspections of campus buildings and public assembly events, emergency procedure planning and training, fire data analysis, code consultation, general fire safety issue consultation and coordination and issuance of required permits. We also participate in construction plan review.

At NJCU we believe that effective fire protection management occurs when human elements are appropriately interfaced with modern technological advancements. In order to accomplish our mission, we pursue an aggressive program geared at:

- Training the staff in fire safety awareness for the University Community.
- Fire Safety inspections to ensure Code Compliance.
- Installation, maintenance and inspection of fire protection equipment.

## Higher Education Opportunity Act

New Jersey City University through its Fire Safety Management Program maintains its compliance with the federal regulations of the Higher Education Opportunity Act (HEOA) and the Fire Safety Right to Know Act. New Jersey City University is committed to providing a safe campus environment for its students, faculty and staff by complying with and going beyond the requirements of the act. The information can be found regarding the Jeanne Cleary Act at <http://njcu.edu/dps/annualreport>

Institutions with on-campus housing facilities must publish an annual fire safety report that provides information on the fire safety practices and standards. New Jersey City University complies with this regulation by including all fire-related incidents at on-campus student housing facilities through its monthly report generated as part of its Fire Safety Management Program. The monthly report provides the fire-related incidents for on-campus student housing and all of its University owned and operated buildings.

Included in the report are the number and cause of fires in all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facilities; number of regularly supervised fire drills; fire alarm responses; policies on portable electrical appliances, smoking and open flames.

## Fire Statistics

For **2016** year, there have been no fires reported at New Jersey City University in any student housing facilities. In addition, there have been no injuries, deaths, or property damage due to fires.

NJCU Residential Housing Facilities	Total Fires in each building	Fire Number	Date & Time	Cause of Fire	Number of injuries that required medical treatment	Number of deaths related to a Fire	Value of property damage caused by a Fire
Coop Dormitory	0	0	n/a	n/a	0	0	n/a
2040 Dormitory	0	0	n/a	n/a	0	0	n/a
Vodra Hall Dormitory	0	0	n/a	n/a	0	0	n/a
West Campus Village	0	0	n/a	n/a	0	0	n/a

## On-campus student housing and life safety systems

All resident buildings are fully equipped with sprinkler and standpipe systems. With the exception of three university buildings, all other business and academic buildings are equipped with sprinkler and standpipe systems as well. Additionally, all buildings on and off campus are equipped with an automatic fire detection and alarm system. These systems are monitored by the Department of Public Safety in the communications center 24 hours a day, 365 days a year. The operator can pinpoint the location of a fire, heat or smoke condition with the use of the Truesite Work Station (TSW) or at the Fire Alarm Panel. This TSW allows a Public Safety Communications Officer to monitor over 4,200 peripheral devices in over 20 buildings at one time.

NJCU Residential Housing	Fire Alarm Monitoring done on-site by PSD	Full Sprinkler System	Smoke Detection Throughout	Fire Extinguishers Throughout	Evacuation Plans posted Throughout
Coop Dormitory	Yes	Yes	Yes	Yes	Yes
2040 Dormitory	Yes	Yes	Yes	Yes	Yes
Vodra Hall Dormitory	Yes	Yes	Yes	Yes	Yes
West Campus Village	No	Yes	Yes	Yes	Yes

## Fire safety policies for on-campus student housing facilities

Included in the report are the number and cause of fires in all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facilities; number of regularly supervised fire drills; fire alarm responses; policies on portable electrical appliances, smoking and open flames.

**Smoking:** Prohibited inside the Residence Halls. According to New Jersey State Law, effective, October 21, 2005, smoking of any tobacco containing product is not permitted in any college operated facility that serves as a student residence. The University has designated areas outside the residence halls available to smokers. Violators face disciplinary sanctions as well as financial responsibility for the violations.



**Open Flame:** Fire or smoke producing articles, such as candles and incense are a fire hazard and as such may not be burned in the Residence Halls. Additionally, the

following articles are prohibited in the Residence Halls.

- Portable stoves
- Bunsen burners
- Kerosene lamps
- Cut trees / vegetation
- Fireworks, explosives or any highly volatile chemical material
- Combustible decorations/items/fuels
- Space heaters and air conditioners
- Electrical heat-producing appliances, such as hotplates, toasters, percolators, etc.
- Extension Cords
- Hoverboards
- \*Non-Institutional Furniture

**\*Non-Institutional Furniture:** No couches, chairs, futons or other upholstered furniture are permitted in University housing unless a resident can provide manufacturers' certification that the furniture meets California Technical Bulletin 133 for fire retardant upholstered furniture.

## Emergency Evacuation in Case of Fire

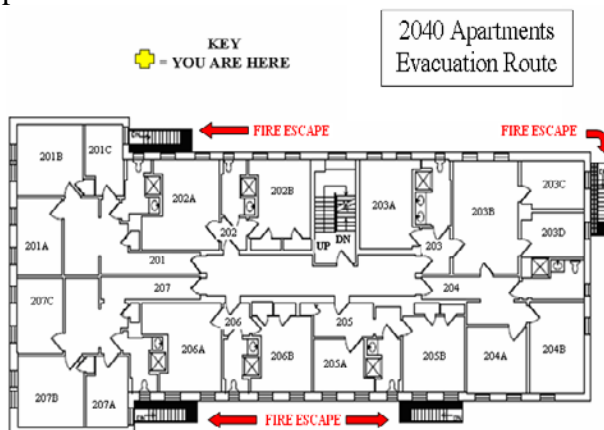
New Jersey City University conducts announced and unannounced scheduled fire drills, some of which are monitored by the Jersey City Fire Department at various hours throughout the day and evening. Special emphasis is placed on the residence halls, and day care center, A.H. Moore School and the University Academy Charter High School. In addition, all fire drill reports are submitted to the Division of Fire Safety and Jersey City Fire Prevention Bureau for review.

## Emergency Coordinators

New Jersey City University has instituted a Building Evacuation Plan as mandated by the Jersey City (High Rise) Ordinance 01-088. In the event of an emergency evacuation, the University will utilize the Building Emergency Coordinators. The Coordinators consist of University employees who are responsible for directing the orderly movement of people in their immediate work area to the nearest and safest exits outside and away from the building.

The New Jersey City University Fire Safety Coordinator with the support of the Department of Public Safety provides information, training and support to the Building Emergency Coordinators to ensure that the University maintains a reasonable standard of life safety.

If a student, faculty or visitor should need to report that a fire has occurred anywhere on campus, the Department of Public Safety should be notified at **201-200-3128** or by dialing **“55”** on an emergency phone. All occupants will evacuate the buildings immediately in the event of a fire or alarm and shall comply with evacuation procedures.



- If students encounter heat and/or smoke in the hallway, leave the room, carefully closing the door and proceed to the nearest exit/stairwell.
- Always use the stairs to evacuate the building; never use the elevator during a fire or fire alarm.
- If students encounter smoke, they are to take short breaths through your nose and stay close to the floor; crawl, if possible.
- Once outside the building, Department of Public Safety staff will help guide you to a safe area of refuge for the duration of the incident.
- Disabled persons who require assistance in evacuating should stay near their doors until assistance arrives.
- Evac-U-Trak chairs are available for safe evacuation from the building.
- Always ask someone with a disability how you can help before attempting to give any assistance. Remember, students are not expected to fight fires.

## Training

The Fire Safety Coordinator conducts workshops during freshmen and residence life orientation each year. Workshops are also available to all university members upon request at any time.



University Staff members who hold NJ Fire Inspector/Fire Official Certification attend continuing education programs each year. The following are examples of training:

- NJCU fire extinguisher vendors conduct on campus fire extinguisher classes for the protection of faculty, staff and students.
- The Jersey City Fire Department conducts drills on campus of the various campus buildings covering all shifts. *Special emphasis is given to residence halls.*
- The Department of Public Safety conducts fire drills in all buildings, in addition to those conducted with

the Jersey City Fire Department.

- Fire safety awareness programs/ activities are held during Fire Prevention month (October) that include; dormitory fire safety workshops, portable hands on fire extinguisher training, fire safety presentations, and educational activities.
- Familiarization tours are conducted with the Jersey City Fire Department on a periodic basis.
- Public Safety Personnel are cross-trained to conduct inspections of the campus facilities to recognize the hazards and risks associated with fire and life safety.
- Public Safety Personnel are also trained in properly using Evac-U-Trak chairs to evacuate persons with disabilities.

## Health and Safety Inspections

University staff conducts health and safety inspections in all of the university buildings and grounds. Health and Safety inspections include the documentation, testing and examination of exit / emergency lighting, emergency phones, Evac-U-Trak chairs, fire extinguishers, automatic external defibrillators,, emergency generators, fire pumps and related valves and equipment.

Public Safety performs residential inspections in cooperation with the office of Residence Life, Facilities and Construction Management and Housekeeping. These inspections are performed at least bi-annually and are designed to identify health and safety conditions which could potentially cause harm to resident or other community members of the university.

The inspections include a visual examination of electrical cords, sprinkler and smoke detectors, halogen lamps, carpets for slip-resistance, and the presence of prohibited candles. Residential rooms are also examined for proper door closure operation, the removal or tampering of fire and life safety equipment. The inspections also include a general assessment of overall cleanliness including, but not limited to, food and waste storage.

Conditions warranting actions from violations that would be detrimental to the residents or other members of the university community are reported to the Director of Residence Life and the Dean of Students. If necessary, applied sanctions can range from fines to expulsion from housing.

Specific Health and Safety policies and procedures are outlined in the Resident Life Handbook as well as the Occupancy Agreement. Housing services may enter any

room at any time for the purposes of inspections, establishment of order, maintenance, or in case of emergency or other reasonable purposes.



### Fire Drill Procedure

- Fire drills will be initiated by the activation of a device offsetting the horns and strobes located throughout the building.
- All faculty, staff and students must respond immediately and move quietly to the nearest exit in an orderly fashion, whether it is a drill or an actual emergency.
- All members of the University community must follow the rules of safety by quickly clearing the corridors and exits and moving 100 feet away from the building to assigned assembly areas.

#### Note:

- Do not use elevators.
- Close all doors but do not lock.
- Do not re-enter the building until notified by security or the fire department.



## Definitions

**Fire:** rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency.

**Fire-Related Deaths:** Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

**Fire-Related Injuries:** Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Estimated U.S. Dollar Loss Related to Fire Incidents:** Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

**Evacuation Procedures:** When a fire alarm is activated, evacuation is mandatory. **DO NOT** use elevators; evacuate the building using the nearest available exit and proceed to the assembly area to begin an accountability and assessment process.

**Fire Alarm Monitored by the Truesite Workstation:** Fire Alarms are monitored 24 hours a day, seven days a week, and 52 weeks a year within the Department of Public Safety dispatch center.

### **Fire Safety Training Programs**

**Delivered:** Number of training programs delivered by Fire and Safety Services to occupants of residence halls concerning fire prevention and preparedness.

**Building Equipped with Fire Alarm Systems and Smoke Detectors:** Buildings that have functional fire alarm systems and smoke detectors installed. Please note all residence halls are equipped with functional fire alarm systems and smoke detectors.

**Buildings Protected with Automatic Sprinkler System Throughout:** Indicates an automatic sprinkler system protects all areas of a building. Please note all residence halls are equipped with sprinkler systems throughout. All systems are wet-pipe systems.

**Emergency Evacuation Drills (formerly known as Fire Drills):** The numbers of supervised scheduled fire drills or actual events at campus residence halls are facilitated by the Fire Safety Coordinator and documented in cooperation with assigned Department of Public Safety personnel. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

## Additional Resources

### Strategic Partners in Protection

Information Technology Services  
Residence Life Services  
Office of Student Services

### Public Sector Partners

Department of Community Affairs, Bureau  
of Fire Safety  
Jersey City Fire Department

### Private Sector Partners

Simplex Grinnell  
FM Global  
Protection One  
Mirra IV  
CBORD  
Allcomm Technologies  
DVTel

### Fire Protection Management Staff

#### Courtney R. Jackson

Fire Inspector/Fire Official  
Fire Safety Coordinator

#### Arthur Thomas

Fire Prevention Officer

### Telephone Numbers

#### Main Number:

201-200-2000

#### Department of Public Safety:

Non-Emergency: 201-200-3128  
Emergency: X 55

#### Residence Life:

201-200-2338

#### Office of the Dean of Students:

201-200-3525

#### Information Technology Services:

201-200-4357

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