



UNIVERSITY POLICY

SUBJECT: HEALTH AND SAFETY **TITLE:** FIRE AND LIFE SAFETY
CODING: 00-01-45-60:00 **ADOPTED:** 05/10/96 **AMENDED:** 11/11/02

I. PURPOSE

To establish procedures to safeguard life and property from the hazards of fire and explosion arising from storage, handling or use of materials or equipment, and from conditions hazardous to life and property. These procedures shall comply with all applicable regulatory requirements.

II. ACCOUNTABILITY

Under the direction of the Vice President for Administration, the Executive Director for Materials Management shall ensure compliance with this policy. The Deans and Vice Presidents shall implement this policy. The Director of the Department of Environmental and Occupational Health and Safety Services (EOHSS) shall assist with implementation of this policy by providing technical assistance to all University Schools and Units.

III. APPLICABILITY

In matters related to fire protection, prevention, preparedness and response, this policy shall apply to all University faculty, staff, students, volunteers and outside contractors working on the University premises. The policy is applicable to all occupied or unoccupied facilities owned or leased by the University, activities including storage, handling and use of materials and equipment within the facilities, and new construction and renovation from the planning stage to project completion.

IV. REFERENCES

- A. Emergency Preparedness and Response [00-01-10-17:00](#)
- B. NJ Worker and Community Right To Know [00-01-45-25:00](#)
- C. Request for Space [00-01-70-30:00](#)
- D. Leasing of Facilities [00-01-70-35:00](#)
- E. Major Equipment Purchases [00-01-70-55:00](#)

V. POLICY

A. Requirements:

The University is committed to providing a fire-safe environment for its faculty, staff, students, patients and visitors and to protecting its property through an effective fire prevention, protection, preparedness and response program. It is the policy of the University to ensure compliance with the New Jersey Uniform Fire Code N.J.A.C. 5:70 et. seq. promulgated by the DCA and other applicable local, state and federal regulations and standards including federal Occupational Safety and Health Administration (OSHA: 29 CFR 1910.38), New Jersey Uniform Construction Code (N.J.A.C. 5:23 et. seq.), National Fire Protection Association's (NFPA) National Fire Code, requirements of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Americans with Disabilities Act (ADA). Also see University policy, Emergency Preparedness and Response, 00-01-10-17:00.

B. Responsibilities:

1. Faculty, Staff and Students are responsible for:
 - a. Complying with applicable fire and life safety related procedures outlined in EXHIBITS A - G of this policy in addition to the procedures specific to their department or building. Some of the key areas include compliance with the University's policies/procedures for smoke-free environment, hazardous materials and chemicals storage handling and use, electrical safety, acquisition of non-combustible or flame resistant furnishings and decorations, emergency evacuation, holiday decorations, on-campus public events, fire exit drills and related training including the use of portable fire extinguishers.
 - b. Following the posted fire alarm emergency procedure and specific instructions of their area fire wardens.

- c. Reporting promptly all observed fire and life safety hazards, other unsafe conditions and injuries to their supervisors.
 - d. Bringing any related concerns to the attention of the Department of EOHSS, if they do not believe that the concerns are being addressed adequately.
2. Department Managers, and Supervisors are responsible for:
 - a. Ensuring that Department/Unit-specific emergency response procedures are developed as necessary. Procedures shall be reviewed and revised as needed, or at least on an annual basis.
 - b. Ensuring that the faculty, staff and students, and any outside contractor hired by the department comply with applicable fire and life safety related procedures outlined in EXHIBITS A - G of this policy in addition to any department-specific procedures.
 - c. Ensuring that an adequate number of departmental fire wardens and buddies are appointed in conjunction with the School/Unit Administrator or Fire Safety Coordinator, and authorizing their participation in the required training and fire exit drills.
 - d. Ensuring that appropriate department specific fire safety training is provided as necessary to the staff and students in addition to the general fire and life safety training offered by the Department of EOHSS.
3. Each School/Unit Administrator or appropriate Building Manager is responsible for:
 - a. Designating a key administrative staff person as a Fire Safety Coordinator for each building for the effective implementation of the building-specific "Fire Safety and Emergency Evacuation Plan."
 - b. Ensuring that public events such as exhibitions, vendor fairs, and indoor parties comply with EXHIBIT E: Fire Safety Requirements for On-Campus Public Events. Such events shall be organized with appropriate consultation with the University's Department of EOHSS, and shall consider fire and life safety measures, including but not limited to, maintenance of required clear isle width, accessibility to all emergency EXITS, observing maximum occupancy limits, controlling hazardous storage conditions and activities, safe use of electricity, providing additional fire extinguishers and periodic monitoring. During outdoor events such as carnivals or picnics, appropriate restriction should be exercised on the use of propane or charcoal barbecue grills, particularly during drought or dry weather conditions to minimize the possibility for on-campus brush fires.
 - c. Ensuring that the Fire Safety and Emergency Evacuation Plan is accessible to all departments and its employees for review.
4. Fire Safety Coordinator shall serve as a contact/resource person for all building-specific fire and life safety matters, and is responsible for:
 - a. Communicating and implementing the building-specific "Fire Safety and Emergency Evacuation Plan."
 - b. Appointing a Back-up Fire Safety Coordinator.
 - c. Ensuring that an adequate number of fire wardens are designated for the effective implementation of the Fire Safety and Emergency Evacuation Plan. Fire warden's participation is required in all scheduled fire exit drills, related training, and evaluation of all fire alarm incidents. Fire wardens shall also report any unsafe conditions to the Fire Safety Coordinator in addition to guiding or assisting the building occupants in safe emergency evacuation.
 - d. Ensuring that an adequate number of buddies are designated to assist in the safe evacuation of the Physically Challenged Occupants (PCO) in accordance with the procedure outlined in EXHIBIT A. III. 2.
 - e. Scheduling required fire exit drills and related training.
 - f. Ensuring that any unsafe conditions are promptly addressed, and any fire code violations are abated in a timely fashion.
5. EOHSS is responsible for:
 - a. Establishing a University-wide fire and life safety program, and reviewing and updating it

periodically as appropriate.

b. Developing, implementing and updating building-specific Fire Safety and Emergency Evacuation Plans as needed.

c. Providing technical assistance in fire and life safety related matters, including fire emergency response.

d. Providing general fire and life safety training and education to the faculty, staff and students *or* providing support such that the individual departments can conduct department-specific training.

e. Ensuring that fire exit drills are conducted for each University facility in conjunction with the Fire Safety Coordinator(s) for the School/Unit in accordance with EXHIBIT A.II.3.

6. Physical Plant is responsible for:

a. Managing the installation, maintenance, inspection and testing of all fire detection, alarm, communication, suppression and other life safety systems in accordance with the requirements of all applicable fire and life safety codes.

b. Ensuring that appropriate construction permits are obtained from the authority having jurisdiction for all Physical Plant projects, and are maintained at the Physical Plant Department's office.

c. Ensuring that EOHSS is consulted for fire and life safety related technical assistance, including the review of any in-house renovation and construction project involving any modifications in the means of emergency egress.

d. Participating in all regulatory compliance inspections and addressing any Physical Plant related fire code violations.

e. Notifying the local fire department and/or the Office of the New Jersey State Division of Fire Safety as required whenever a fire protection device or system has been significantly affected, disabled or removed. All such impairments shall also be reported immediately to the University's insurance carrier through Risk and Claims Management.

f. Notifying the School/Unit administration of any fire protection failure that might impact the building occupants.

g. Responding to all fire alarms, troubleshooting, investigating and resetting of all Physical Plant systems as appropriate.

h. Assisting in conducting fire exit drills, controlling Heating, Ventilation and Air Conditioning (HVAC) systems and electrical power during fire or other emergencies, and correcting any systems related deficiencies.

i. Ensuring that all outside contractors and their subcontractors, hired by the Physical Plant Department, understand and comply with this policy in addition to any other contract-specific requirements.

j. Implementing and enforcing the Hot Work Safety Program for work involving cutting, welding, burning or similar operations capable of initiating fires or explosions in accordance with EXHIBIT A.I.13.

k. Notifying the Department of Public Safety for periodic monitoring and other affected departments whenever conditions or activities may reduce the effectiveness of fire protection and/or emergency evacuation systems. Periodic monitoring shall be conducted in accordance with EXHIBIT A.I.14.

l. Reviewing and approving any activity, which may create penetrations through wall, floor or ceiling assemblies for routing cables, conduits, or pipes as outlined in the "Work Above Ceiling/Penetrations of Fire Barriers Permit" procedure in EXHIBIT F of this policy. Ceiling tiles removed for work shall be replaced promptly upon the completion of such work.

7. Facilities Planning and Construction (FP&C) is responsible for ensuring:

a. All applicable fire and life safety codes, including the specific requirements of this policy, are considered at the planning, design, or construction stage of any project.

b. EOHSS is consulted for fire and life safety related technical assistance, including the review of

construction and renovation plans, as appropriate.

c. Risk and Claims Management is provided with project specifications and plans for review by the University's insurance carrier, whenever necessary.

d. Appropriate construction permits and building registration certificates are obtained from the authority having jurisdiction, and are maintained and posted on the premises.

e. The fire and life safety criteria for leasing off-campus facilities, as specified in the Universities policies: Leasing of Facilities (00-01-70-35:00), and Request for Space (00-01-70-30:00) are complied with.

f. All outside contractors and their subcontractors understand and comply with this policy in addition to any other contract-specific requirements. Appropriate Hot Work Permit procedures and periodic monitoring shall be implemented in accordance with EXHIBIT A.I.13 and A.I.14.

g. Every renovation and construction project, which may create penetrations through wall, floor or ceiling assemblies for routing cables, conduits, or pipes, complies with the "Work Above Ceiling/Penetrations of Fire Barriers Permit" procedure outlined in EXHIBIT F of this policy. No such work shall be performed without proper approval of the Campus Physical Plant Office. Ceiling tiles removed for work shall be replaced promptly upon the completion of such work.

h. All fire detection, alarm, communication, suppression and other life safety systems for all new buildings are installed and accepted in accordance with the requirements of applicable fire and life safety codes.

8. Risk And Claims Management is responsible for:

a. Coordinating the review of all construction and renovation project specifications and plans, including any modifications of building fire protection systems and/or pressure vessels, with the University's insurance carrier, FP&C, Physical Plant and EOHSS.

b. Reporting any fire safety related findings or recommendations of the insurance carrier to appropriate departments, and any impairments of a fire protection device or a system immediately to the University's insurance carrier, as appropriate.

9. Outside Contractors are responsible for:

a. Complying with all applicable requirements of this policy in addition to any specific contract requirements.

b. Ensuring that any work on the University's premises is performed only after seeking proper approval from the University's appropriate department or Project Manager.

c. Ensuring that any work, which may create penetrations through wall, floor or ceiling assemblies for routing cables, conduits, or pipes, complies with the "Work Above Ceiling/Penetrations of Fire Barriers Permit" procedure outlined in EXHIBIT F of this policy. No such work shall be performed without proper approval of the Campus Physical Plant Office. Ceiling tiles removed for work shall be replaced promptly upon the completion of such work.

d. Ensuring that all identified fire code or other safety violations and work-site incidents are promptly reported to the University's appropriate department or Project Manager and addressed.

10. The Public Safety Department shall be responsible for the following duties in addition to those specified in the building-specific Fire Safety and Emergency Evacuation Plan:

a. Providing internal and external emergency communication.

b. Providing site security.

c. Providing external and internal traffic control.

d. Establishing an incident command post.

e. Providing assistance to the external responding agencies.

f. Monitoring of areas where fire protection is temporarily affected by conducting periodic walk-through and visual inspections in accordance with EXHIBIT A.I.14, when notified by the Physical Plant.

- g. Providing access to locked building areas.
- h. Securing all egress doors in accordance with EXHIBIT A. I. 11 to ensure that safe emergency EXITS are always available as required by the applicable Fire and Life Safety Code.
- i. Ensuring that any activity, which may create penetrations through wall, floor or ceiling assemblies for routing cables, conduits, or pipes, complies with the "Work Above Ceiling/Penetrations of Fire Barriers Permit" procedure outlined in EXHIBIT F of this policy. No such work shall be performed without proper approval of the Campus Physical Plant Office. Ceiling tiles removed for work shall be replaced promptly upon the completion of such work.

11. Information Services & Technology (IST) Department shall:

- a. Ensure that every project involving routing cables, conduits, or pipes, which may create penetrations through wall, floor or ceiling assemblies, complies with the "Work Above Ceiling/Penetrations of Fire Barriers Permit" procedure outlined in EXHIBIT F of this policy. No such work shall be performed without proper approval of the Campus Physical Plant Office.
- b. Ensure that ceiling tiles removed for work above ceiling are replaced promptly upon the completion of such work.

12. Purchasing Department is responsible for:

Ensuring that all purchases are made in accordance with this Policy, including furniture fire safety requirements specified in EXHIBIT A. I. 9. and 10.

Any individual or department failing to comply with this policy is subject to disciplinary action in addition to any monetary penalty imposed by the New Jersey State Department of Community Affairs (DCA).

VI. EXHIBITS

- A. Fire Safety Procedures
- B. Fire Safety Requirements for Holiday Decorations
- C. Electrical Safety Procedures
- D. Fire Extinguishers - Your First Aid to Fire Fighting
- E. Fire Safety Requirements for On-Campus Public Events
- F. Work Above Ceiling / Penetrations of Fire Barriers Permit
- G. Fire Alarm Procedure Evaluation Form

By Direction of the President:

Senior Vice President for Administration and Finance

EXHIBIT A

University of Medicine and Dentistry of New Jersey

Fire Safety Procedures

I. FIRE PREVENTION AND PROTECTION

All responsible individuals and departments shall comply with applicable fire prevention and protection requirements of the New Jersey Uniform Fire Code including, but not limited to, the following:

1. Smoking shall be prohibited in all University buildings in accordance with the University's current policy regarding "Clean Air/Smoke Free Environment" (00-01-10-15:00). Each department shall ensure compliance with this policy.
 2. Corridors leading to EXITS or any other similar elements of the means of egress shall be maintained in a safe condition; available for immediate utilization and free of all obstructions at all times. Obstructions such as tables, showcases, holiday decorations, powered equipment, display boards, signs, coat racks and other movable equipment that may interfere with fire-fighting access are prohibited. Storage of combustible or flammable material, and other hazardous materials in any portion of an exit, elevator car or under the stairway is prohibited. Chairs, tables, and other furniture or equipment in each room shall be arranged to provide ready access to each egress door.
- All existing hazardous storage conditions shall be addressed through a corrective action plan that is approved by the Dean or Vice President. The School/Unit occupying the area shall ensure compliance with this requirement.
3. Fire alarm pull boxes, fire extinguishers, hose connections and other installed emergency response equipment shall be maintained free of obstructions and clearly visible at all times.
 4. Fire rated doors or smoke-barrier doors, including all hardware, shall be maintained in good working order. The use of doorstops, wedges and other hold-open devices, which are not permitted by the fire code, is prohibited.
 5. All individuals and departments shall comply with the University's "Fire Safety Requirements for Holiday Decorations" (EXHIBIT B).
 6. Hazardous materials and chemicals shall be stored, handled and used in accordance with the requirements of the New Jersey Uniform Fire Code (NJUFC) and other applicable National Fire Protection Association (NFPA) Standards. The types of hazardous materials include: flammable and combustible liquids, oxidizing materials, radioactive materials, unstable (reactive) chemicals, highly toxic materials and poisonous gases.

Extensive use of flammable solvents in laboratories and other areas presents a potentially serious fire and explosion hazard. Even a very small quantity involved in the fire can significantly increase the potential of fire spreading. To ensure uniform compliance University-wide, *each laboratory* or other areas using hazardous materials shall:

- a. Maintain an up-to-date inventory of hazardous chemicals by types and quantity, as required by the NJUFC and the University policy, NJ Worker and Community Right To Know (00-01-45-25:00).
- b. Restrict the container size to *one gallon* for all flammable liquids, i.e., liquids with flash point less than one hundred degrees Fahrenheit. Flammable liquids received in original approved containers, which are of a *five-gallon* or less capacity, are exempt from this requirement.
- c. All chemical containers, which are not in active use, shall be properly capped.
- d. Flammable liquids not in active use shall be stored in an approved flammable storage cabinet. Storage of flammable liquids is not permitted outside of an approved flammable storage cabinet in laboratories constructed or renovated after *December 2001*.
- e. Flammable liquids in quantities of one gallon or more shall not be dispensed by gravity. Approved pumps taking suction from the top of the container shall be utilized, except when the viscosity of the liquid makes such a restriction impractical. To prevent the hazards of static electricity, any transfer of flammable liquid, utilizing electrically conductive containers, shall be bonded and grounded. Transferring more than five gallon of flammable liquid is not allowed inside a building, except in a specifically designed storage area.
- f. Collect hazardous waste in appropriate containers as specified in the University's Hazardous Waste Management Program. Once a container is full, it shall be transferred to the designated Hazardous Waste Store Room within *three* working days.
- g. No chemical containers shall be stored on a laboratory floor without proper containment.
- h. Limit the quantities of flammable liquids to *ten* gallons per laboratory, and combustible liquids to *thirty*

gallons per laboratory.

Note: Consult EOHSS for a safety review and recommendations in situations where quantities are expected to exceed the above limits.

i. Ensure that radioactive materials are stored, handled and used only by the trained authorized users to keep exposure As Low As Reasonably Achievable (ALARA) and to minimize the property damage by radioactive materials resulting from fires and explosions. The users of such materials shall also comply with the requirements of the University's Radiation Safety Policies and Procedures.

7. All compressed gases and cryogenic liquids shall be stored, handled and used in accordance with the requirements of the applicable New Jersey Uniform Fire Code (NJUFC) and the University's Laboratory Safety Plan to minimize the hazards of fire, explosion and personal injury.

Each department or laboratory storing or using compressed gases and cryogenic liquids shall, as a minimum, ensure that

a. Maximum number of cylinders in a laboratory is limited to a two-month supply. The maximum quantities of compressed gases and cryogenic liquids shall never exceed those specified by the NJUFC or other applicable Fire Code. Consult EOHSS for assistance in determining compliance.

b. Flammable compressed gas cylinders in laboratories are limited to only those in current use.

c. Excess cylinders are stored in a separate ventilated room approved for that use.

d. All cylinders (in service or storage, full or empty) are: (i) adequately secured with chains or by proper nesting to prevent falling or being knocked over, (ii) never allowed to be dropped or banged together violently, (iii) kept away from fire- and spark-producing operations, (iv) grouped according to their properties, (v) stored such that flammable gases are separate from oxidizing gases, and empty cylinders are separate from the full cylinders, and (vi) properly marked with the name of the contained gas.

e. Compressed gases are never transferred from one container to another.

f. Any damaged cylinder or valve is immediately reported to the supplier and to the Campus emergency number.

g. Cryogenic liquid tanks are checked periodically to ensure that they: (i) have not lost vacuum or insulation (a cold outside jacket of the tank indicates the need for tank service), (ii) are checked at the neck of the tank opening for any ice accumulation to prevent any blockage and subsequent pressure buildup within the container, (iii) are checked for sabotage of the pressure relief devices on the tank.

8. All departments, including laboratories, shall comply with the University's Electrical Safety Procedures (See EXHIBIT C) to minimize the hazards of fire due to improper use of electricity and electrical equipment. This includes restrictions on the use of portable electrical space heating devices, extension cords, cooking appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock pots as described in EXHIBIT C. Any staff observing any hazardous electrical conditions shall promptly report them to their supervisors or other appropriate department(s) for corrective action.

9. Furnishings and decorations including any item of upholstered furniture, mattresses, wardrobe, wastebaskets, curtains, draperies, surface coverings (carpet, wall and ceiling), acoustical and other materials used for decoration shall be documented to be non-combustible or flame resistant (capable to restrict the spread of flame) in accordance with the appropriate NFPA or other equivalent standard. The University's Purchasing Department shall ensure, by including in all Vendor Agreements, that the vendors comply with CAL TB 117 for all upholstered furniture including sofas and mattresses, CAL TB 133 for furnishings and furniture to be used in general assembly areas, and NFPA 701 for all other decorative materials. If a building is fully sprinklered, compliance with Cal TB 117 shall be considered adequate for the furniture in general assembly areas. All such purchases shall be made with the Purchasing Department's approval.

10. To allow for effective fire-fighting, the individual departments shall ensure that a *two* feet ceiling clearance is always maintained when *storing materials* on shelves. Any storage flush with the room walls is exempt as long as such storage does not present other safety hazards (e.g. storage that is unstable or very close to an electrical fixture). All *new furniture* or equipment, including storage racks/shelves, shall allow a minimum of *two* feet clear distance between the ceiling and the top surface. The University's Purchasing Department shall ensure, by including in all Vendor Agreements, that the vendors comply with this requirement. *Exception:* Furniture or shelving, which will be flush with the room walls, is exempt from this requirement. If relocating any *existing furniture* or shelving, appropriate modifications shall be made to ensure a *two* feet ceiling clearance. The department managing the relocation and the department performing such work shall ensure compliance.

11. Special purpose door alarms or locking devices shall be installed on EXIT doors only after receiving approval from the Department of Community Affairs (DCA). The Department of Facilities Planning and Construction (FP&C) and the Department of Public Safety shall ensure compliance with this requirement, as applicable. Public Safety shall also ensure that the existing

exit door hardware and other special approved security devices are maintained and are fully operational at all times.

12. Fire rated walls, floors and ceilings shall be maintained, repaired, or replaced as originally designed or constructed. Holes in rated walls, floors or ceilings shall be repaired to their original rating as soon as possible using approved materials. The department managing any project, which may create penetrations through floor or ceiling assemblies for routing cables, conduits, or pipes, shall ensure compliance with this requirement in accordance with EXHIBIT F of this policy. Ceiling tiles removed for work above ceiling shall be replaced promptly upon the completion of such work.

13. Hot Work Safety Program shall be implemented and enforced for all temporary operations involving open flames or producing heat and/or sparks. This includes, but is not limited to brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing and welding. The procedure shall include safety and loss control provisions such as proper delegation of authority, compliance with fire prevention precautions, using a hot work permit and observing Fire Watch during the hot work and for at least 30 minutes after such work. The individual responsible for Fire Watch shall be provided with suitable fire extinguishers and trained in its use and other emergency procedures. The department managing the work or the contractor shall ensure compliance with this requirement.

14. Whenever conditions or activities may reduce the effectiveness of fire protection and/or emergency evacuation systems, appropriate notification to the building occupants and periodic walk-through inspections shall be conducted to identify and address any unsafe condition to prevent fire. The department managing the work or the contractor shall ensure compliance with this requirement in conjunction with the Department of Public Safety.

15. All construction, renovation and demolition project contract specifications shall incorporate applicable fire safety regulations and the requirements of this Policy. The Department of Facilities Planning and Construction (FP&C), Physical Plant, Purchasing and any other department managing the project shall ensure that contractors comply with these requirements.

16. All building plans related to construction and renovation shall be reviewed for fire and life safety compliance at the planning and design stage. The Department of FP&C shall work to ensure that all appropriate fire and life safety code requirements are included in the scope of work and budgets for all renovation and construction projects. EOHSS shall also review.

II. PREPAREDNESS

1. Fire Safety and Emergency Evacuation Plans shall be developed and implemented for all buildings which are seven stories or higher, healthcare occupancies and any other University facilities as appropriate. Copies of these plans shall be made available to employees for review and use. Each written plan shall:

- a. Outline the roles and responsibilities of the University's in-house emergency responders, the responding fire department and other external agencies.
- b. Provide detailed procedures regarding safe and effective actions in the event of a fire, how to use a fire alarm pull box, transmission of alarm to the fire department, containment of fire and smoke, evacuation procedures including evacuation of Physically Challenged Occupants (PCO), assisting fire or smoke victims, fire extinguishment and re-occupation of the fire area.

2. Emergency evacuation floor plans shall be adequately posted throughout the building. These plans shall include information such as location, directions to exit, location of fire protection and safety devices and a brief emergency procedure.

3. Fire exit drills shall be conducted to provide adequate opportunity for faculty, staff and students, and emergency responders to become familiar with the fire safety features of the building, to practice emergency procedures, and to ensure the efficient and safe use of available exit facilities. To ensure adequacy of the practice, the Fire Safety Coordinator in consultation with EOHSS, shall ensure that the drills simulate probable varying emergency conditions specific to the building. All drills shall be coordinated with the building Fire Safety Coordinator, and in such a manner so as to minimize the disruption of normal business operations or patient-care. Drills in hospitals and other active patient-care areas shall not require actual evacuation of patients or PCO.

Fire exit drills shall be conducted quarterly for each shift (i.e., a total of 12 drills per year) for in-patient health care and residential facilities; quarterly for all laboratory occupancies and buildings that are seven stories or higher; and twice per year for all other facilities, including outpatient clinics and administrative buildings. An unscheduled fire alarm evacuation may be considered as a drill provided at least three fire wardens, including the building Fire Safety Coordinator, have completed the required Evaluation Form (see EXHIBIT G), have addressed any evacuation related deficiencies and submitted these forms to EOHSS for record keeping. A maximum of one scheduled drill per year may be replaced by such unscheduled alarm evacuations. All deficiencies identified during the drills shall be promptly addressed.

4. Fire and life safety training and education shall be provided to the University faculty, staff, students, area fire wardens and Fire Safety Coordinators as part of fire exit drills, hands-on fire extinguisher training, PCO evacuation training, initial and annual Right-To-Know training, student orientation programs, and as necessary. Appropriate department managers or supervisors shall ensure that their staff is adequately informed or trained in building-specific fire emergency evacuation and response procedure. The department managing the project shall ensure that all outside contractor personnel are informed of the building fire

emergency procedures.

5. Portable fire extinguishers of appropriate type and size shall be provided as required in all areas. Extinguishers shall be inspected, tested, maintained and documented as required by the New Jersey Uniform Fire Code. Physical Plant and EOHSS shall ensure compliance with this requirement as applicable.
6. Fire detection, alarm, communication, suppression and other life safety systems shall be tested, inspected and maintained in accordance with all applicable codes and regulations. The Physical Plant Department shall ensure compliance with this requirement.

III. RESPONSE

1. Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant shall follow the instructions as noted on the evacuation floor plans posted throughout each building or follow the direction of the area fire wardens or other emergency responders. A fire extinguisher shall only be used for small, incipient stage fires such as ones that might occur in a waste paper basket, and only by a trained individual (see EXHIBIT D). A large, developed or spreading fire shall be handled by the responding fire department.
2. Physically Challenged Occupants (PCO) whose impaired mobility does not permit them to physically respond in a safe manner without assistance in the event of an emergency, shall be evacuated in accordance with the building-specific Fire Safety and Emergency Evacuation Plan. In general, the following procedure shall be used:
 - a. Two buddies who are assigned and trained in emergency evacuation procedures, shall first remove a PCO from the area of immediate danger and then move him/her into the corridor near the exit stair or other designated safe waiting area. The designated waiting area must lead to a safe exit. This is called "horizontal evacuation." Horizontal evacuation does not involve evacuation out of the building, or walking up or down the stairs. One of the buddies shall report the location of the PCO to the command post or Fire Safety Coordinator while the other buddy shall stay with the PCO, and wait for the fire department's assistance.
 - b. Assigned buddies shall not attempt to perform "vertical evacuation," which involves upward or downward movement from one floor to another floor using stairs, unless a PCO is able to ambulate up or down the stairwell with assistance. The buddies shall perform "vertical evacuation" only when the situation is perceived to be unsafe in the designated waiting area. The responding fire department shall coordinate such evacuation.
3. Healthcare facilities shall generally implement the "R.A.C.E." procedure:
 - a. Rescue patients, staff and/or visitors by moving them to safety from an area of immediate danger. This shall be performed such that it does not pose a threat to the rescuer.
 - b. Alarm other staff in the facility by activating a fire alarm.
 - c. Contain fire or smoke by closing doors or smothering the fire.
 - d. Extinguish small incipient stage fires by using a portable fire extinguisher or evacuate the area if the situation is uncontrollable. An extinguisher shall only be used by a trained individual. Depending on the needs of a healthcare facility, some variations may be allowed in this procedure in consultation with EOHSS.
4. In case of fire-related emergency response, the University's in-house emergency responders shall follow the directions of the responding Fire Department. Upon arrival on the fire scene, the Fire Department will generally:
 - a. Assume responsibility for the response operation
 - b. Fight the fire
 - c. Assist in emergency evacuation
 - d. Advise University representatives when preparations for re-occupation of the affected area can be initiated.

EXHIBIT B

University of Medicine and Dentistry of New Jersey
Fire Safety Requirements for Holiday Decorations

All University faculty, staff and students shall comply with the following requirements:

- A. Holiday Trees, Wreaths and Decorations

1. All decorative materials shall either be non-combustible or flame resistant, or treated with an approved fire retardant in accordance with manufacturer's specifications, which will pass NFPA 701 test. Look for 'non-combustible' or 'flame resistant' labels on the decoration packages. If the decorations are to be re-used, retain the original package while in use.
2. Live trees, natural wreaths, and other live greens are not permitted indoors.
3. Use only flame retardant artificial trees and decorations in appropriate locations (flame retardancy information can be found on the packaging).
4. Trees or decorations shall not block or obstruct exits, aisles, corridors, vision panels on the hallway doors, stairwells, fire extinguishers, fire alarm pull boxes, exit signage, evacuation floor plans and other emergency equipment/information.
5. No trees or wreaths of any kind are permitted in laboratories. However, a wreath on the exterior of a laboratory door is permissible.
6. Place all decorations and combustibles at least 3 feet away from sources of heat, e.g., radiators, lights.

B. Holiday Lighting

1. Electrical light strings are not to be used in laboratories or occupancies such as University Behavioral Healthcare Centers.
2. All holiday lighting shall be 'UL' (Underwriter's Laboratories) listed and shall be plugged directly into wall-mounted outlets or 'UL' listed power-strips (Look for a 'UL' symbol on the equipment).
3. Extension cords shall not be used for holiday lighting.
4. Use 'UL' listed outlet power-strips with built-in fuse or circuit breaker protection.
5. Electrical wires shall not be extended through windows or doors or under carpeting.
6. Lighted candles or lanterns shall not be permitted.
7. Electrical light bulbs shall not be decorated with paper or other combustible materials unless flame resistant.

C. Removal of Decorations

All decorations and lightings shall be removed within seven calendar days after the holiday season.

D. For additional information or assistance:

	<u>Newark/ Scotch Plains</u>	<u>Piscataway/New Brunswick/Somerset</u>	<u>Stratford/Camden</u>
Physical Plant:	2-5400	5-4663	6-6004
EOHSS:	2-4812	5-4058	5-4058 or 6-6189

Have a Safe and Happy Holiday!

EXHIBIT C

University of Medicine and Dentistry of New Jersey

Electrical Safety Procedures

To protect building occupants and property from the direct (electric shock injury) and indirect hazards (heat, fire and explosion) of electricity, each School/Unit shall comply with the following electrical safety procedures.

1. Use equipment in accordance with the manufacturer's recommendations. Never bypass electrical interlocks. Calibrate heating equipment regularly as required.
2. Post procedures for critical equipment including "on-off procedures" and warning signs on or near the equipment. Clearly identify the equipment to be left "ON" when the laboratory is unoccupied, e.g.

by posting on the lab door.

3. All defective/damaged wiring (e.g. frayed, cut wires, broken/defective plug or switch) or equipment shall be promptly reported to the Department supervisor or to the Physical Plant Department.
4. To prevent fires due to electrical overload on fixtures and wiring, DO NOT USE:
 - a. Extension cords and flexible cords as a substitute for permanent wiring, or extend through windows or doors or under carpeting.
 - b. Multiple outlet strips, other than for computer systems. Use strips with built-in fuse or circuit breaker protection, having a minimum 12/3 (gauge/wires) labels, maximum length of 6 feet, and 'UL' (Underwriter's Laboratory) listed for the use.
 - c. Cube taps for multiple connections from a single outlet. These types of devices are not permitted within the University.
 - d. Multiple plugs in interconnection.
5. Secure all wiring, cords, cables, and conduits. Keep them away from general traffic areas to prevent falls/trips.
6. Allow appropriate clear spaces between electrical equipment and storage of flammable combustible materials. A minimum clearance of 36 inches shall be maintained between electrical service equipment and any other storage to allow easy access for emergency use (42 inches clearance required for voltage level higher than 120 Volt). Never drape combustibles (e.g., cloth, paper) over equipment.
7. Laboratory electrical motors shall be of induction type - totally enclosed fan cooled since the sparks emitted from brush type motors can cause fire in a flammable environment. This information can be found on the equipment label.
8. Dedicated circuits and proper grounding may be required for equipment such as refrigerators, freezers, dehumidifiers and air conditioners. Consult the Physical Plant Department to check for the adequacy of electrical power or circuits prior to the purchase, installation or relocation of such equipment as specified in University policy, Major Equipment Purchases, 00-01-70-55:00.
9. Cooking related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock pots are *not* permitted to be used inside of any University building unless such use is necessary for conducting the University business. Permission shall be obtained from appropriate School/Unit's administrative office after consulting with the Physical Plant Department. Where one or more of these appliances are used, appropriate precautions shall be taken as outlined in EXHIBITS C, D and E.
10. Portable electrical space heating devices are *not* permitted in laboratories, hospital occupancies accredited by the JCAHO and areas primarily used for the storage of combustible materials such as office stationary, drapes or chemicals. *Exception:* These devices are permitted *only* where Physical Plant Department has approved such use as a temporary measure to address inadequate heating by the building heating system. Heaters shall not be used as a substitute for any required repair or maintenance of the Heating Ventilation and Air Conditioning (HVAC) system.

In addition, the authority having jurisdiction (i.e., the DCA) or EOHSS may prohibit the use of heaters where it may present an undue danger to life or property. All heaters shall be UL listed or equivalent approved type and equipped to turn off automatically when tilted or turned over. The heating element of such devices shall not exceed 100 degrees Centigrade or 212 degrees Fahrenheit. During use, a minimum clearance of three feet shall be maintained at all times between stored materials and the heating device.
11. If electrical work is required, it shall be submitted for the Physical Plant Department's review and/or cost estimate and approval.
12. Promptly report any unsafe hazardous electrical conditions to the Department supervisor or the campus Physical Plant Department or EOHSS office:

	<u>Newark/ Scotch Plains</u>	<u>Piscataway/New Brunswick/Somerset</u>	<u>Stratford/Camden</u>
Physical Plant	2-5400	5-4663	6-6004

EXHIBIT D

University of Medicine and Dentistry of New Jersey

Fire Extinguishers - Your First Aid to Fire Fighting

Portable fire extinguishers effectively extinguish 90% of all fires before fire department response.

Precautions:

- Know the location of an extinguisher in your work area.
- Before you use the fire extinguisher: Always pull the fire alarm first.
- Use a fire extinguisher only for small fire-defense, e.g., a waste paper basket.
- Use a fire extinguisher only if you are trained and confident about using it!
- Select the right type of extinguisher: Every extinguisher carries one or more of the following symbols. These symbols represent the "class of fire" for which it can be used.
- Remember: An average extinguisher discharges completely in less than 1 minute.
- Protect yourself at all times. Never block your escape route.
- Stay low. Avoid breathing the heated smoke and fumes. If the fire cannot be controlled, get out immediately.

Types of Fire Extinguishers:

<u>CLASS</u>	<u>SYMBOL</u>	<u>APPLICATION</u>	<u>IDENTIFICATION/DESCRIPTION</u>
A	Letter "A" in Triangle	Ordinary Combustibles e.g. wood, paper, cloth	Stainless steel cylinder body with pressure gauge. Cools fire with pressurized water. Do Not use for flammable liquids (B) or electrical (C) fire.
B	Letter "B" in Square	Flammable liquids / gases e.g. gasoline, oil, paint.	Red cylinder body and horn, No gauge. Deprives the fire reaction of oxygen with carbon dioxide. Home kitchen fire use.
C	Letter "C" in Circle	Energized Electrical Equip. e.g. powered appliances	Interrupts chemical chain reaction. Both carbon dioxide & ABC type extinguishers can be used.
ABC	A, B & C	All of the above applications Multipurpose ABC, home use	Red cylinder body. Interrupts chemical chain reaction of fire with dry chemical powder. Most commonly used.
K	Letter K	Commercial cooking, deep-frying with oil & fats. Minimum rating: 2A: 1B: C: K	Stainless steel cylinder body with long safety wand. Cools & Interrupts chemical reaction. Uses wet chemical with fine mist application. Relatively new.
AC	Water Mist Letter "A" Letter "C"	Trash, wood, paper and electrical equipment. For clean rooms; Minimum rating: 2A: C	White paint finish cylinder with long safety wand. Preferred for clean rooms, telecom, electronics equipment areas; Relatively new.

How to Use the Extinguisher:

- Check These Before You Use: the lock pin for tampering, any physical damage, and the pressure gauge for adequate agent, if applicable.
- Stay at a safe distance (e.g., 8-10 feet from the fire while using an ABC-type extinguisher).

Remember the "PASS" Procedure:

- Pull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
- Aim low: Point the extinguisher nozzle/horn/hose at the base of the fire.
- Squeeze the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge. Remember, interrupted application is critical for effective fire fighting.
- Sweep from side to side: Move closer carefully as the fire gets smaller. Keep the nozzle aimed at the base of the fire. Watch the fire area. Repeat the use if the fire re-ignites.

Remember:

- Once used, the extinguisher must be recharged.
- Report the discharged extinguisher to 2-4812 in Newark, 5-4663 in Piscataway, 5-6211 in New Brunswick, and 6-6004 in Stratford and Camden.

EXHIBIT E

University of Medicine and Dentistry of New Jersey Fire Safety Requirements for On-Campus Public Events

To prevent fires during indoor and outdoor public events such as exhibitions, vendor fairs, parties, carnivals, picnics, etc. and to ensure compliance with the State Uniform Fire Code requirements, each School/Unit Administrator or Building Manager shall comply with the following fire prevention and safety requirements. All such events shall be organized with appropriate consultation with Physical Plant and Public Safety Departments.

A. Requirements For Indoor Events:

1. Use or storage of propane cylinders and propane or charcoal grills is PROHIBITED.
2. Implement these fire and life safety measures as a minimum:
 - a. Maintain clear aisle width at all times.
 - b. Keep all emergency EXITS accessible.
 - c. Observe maximum occupancy limits for a specific area.
 - d. Maintain good housekeeping and areas free of clutter.
 - e. Follow the applicable Electrical Safety Procedures outlined in EXHIBIT C.
 - f. Provide additional fire extinguishers and fire safety watch.
3. Cooking related appliances utilizing gas, electric or sterno heat, toasters, toaster ovens, hot plates, electric fry pans, woks and crock pots are *not* permitted to be used inside of any University building unless such use is necessary for conducting the University business. Permission shall be obtained from appropriate School/Unit's administrative office after consulting with the Physical Plant Department. Where one or more of these appliances are used, appropriate safety precautions shall be taken.

In facilities where the use of sterno heat is permitted, the following requirements shall be complied:

- a. Operation shall be attended at all times.
- b. Do not permit the caterers to leave the lighted sternos unattended.
- c. Keep all combustible materials, such as napkins and paper plates, away to avoid overheating or fire.
- d. Appropriate metal or ceramic trays shall be used under the sternos cans to prevent accidental contact with any combustible material.
- e. A 10-pound ABC type fire extinguisher shall be readily available and located within a 20 feet distance to extinguish small fires. Obtain any additional fire extinguisher(s) from EOHSS in Newark or

from Physical Plant Department on all other campuses. Use the Fire Extinguisher fact sheet: EXHIBIT D.

f. Ensure that an individual, who is trained in the use of a fire extinguisher, is designated to monitor any unsafe condition. This individual shall not leave the area until all open flames are extinguished.

B. Requirements For Outdoor Events:

1. During State-declared drought or dry weather conditions, the use of propane or charcoal barbecue grills shall not be permitted on grassy areas. To prevent brush fires, such activity shall only be conducted on a paved area away from grass.
2. Use of barbecue grills and other propane cooking equipment is PROHIBITED on porches, balcony or any other portion of a building. All such equipment shall be used at least 15 feet away from any building.
3. Do not store any spare propane gas cylinder in any part of the building.
4. Keep all combustible materials away from grills to avoid any fire. Have two 10-pound ABC type fire extinguishers available to extinguish small fires.
5. Ensure that at least two individuals, who are trained in the use of fire extinguishers (EXHIBIT D), are available during any event. These individuals shall be responsible for monitoring any unsafe condition.
6. Keep handy the telephone number for the local Fire Department, particularly during the off-hour, weekend or holiday events.
7. For additional information or assistance, contact:

	<u>Newark/ Scotch Plains</u>	<u>Piscataway/New Brunswick/Somerset</u>	<u>Stratford/Camden</u>
Public Safety	2-4491	5-9365	7-7725
Physical Plant	2-5400	5-4663	6-6004
EOHSS	2-4812	5-4058	5-4058 or 6-6189

In case of a fire, follow the campus emergency procedure.
Do not attempt to extinguish a large or spreading fire.

EXHIBIT F

University of Medicine and Dentistry of New Jersey

WORK ABOVE CEILING / PENETRATIONS OF FIRE BARRIERS PERMIT

PROCEDURE

All Departments Planning to Work Above Ceiling Or On Any Fire Barriers Shall:

1. Complete this form each and every time the work is to be performed above ceilings or on any fire barriers.
2. Submit the completed form for review and approval to the Physical Plant Department, at least 48 hours prior to the scheduled work.
3. Not perform any work prior to the Physical Plant Department's approval, except in case of emergency repairs.
4. Adequately inspect all work to ensure that the work is performed to the standard.
5. Report any pre-existing penetrations on fire barriers that are discovered during the work to the Physical Plant Department.
6. Sign the "Confirmation of Compliance" portion of this permit *once the work is completed*.
7. Submit the signed and completed permit to the Physical Plant office for records and also file a copy in your departmental file.

IMPORTANT: Ceiling Tiles Removed For Work Above Ceiling Shall Be Replaced PROMPTLY Upon The Completion Of Such Work.

Physical Plant Department Shall:

1. Review and approve the requested work; and return this permit promptly to the requesting department.
2. Ensure that the appropriate Physical Plant staff person serving the affected area is also notified and assigned to monitor and/or inspect

the affected area as needed.

- 3. Inform the responsible department managing the work of any specific issue and follow up on appropriate corrective action.
- 4. Determine how exactly to address any pre-existing penetrations reported by the department managing the work.
- 5. Maintain records of the initial approval, as well as the final compliance confirmation.

Note: 1. The department causing the penetrations is financially responsible for properly sealing the penetrations. 2. The Physical Plant Department reserves the right to inspect each work site and stop the work if there is no permit.

Check One: EMERGENCY REPAIR NEW INSTALLATION PLANNED REPAIR PROJECT

TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Requestor: _____ Extension: _____ E-mail: _____
 Project/Dept: _____
 Building: _____ Floor: _____ Room or Work
 Location: _____
 Requested Date of Ceiling Access: _____ Approximate Time the work begins: _____
 Date Work Scheduled for Completion: _____ Approximate Time of scheduled completion: _____
 Reason for Ceiling Access: Communication Wiring Electrical Wiring Piping HVAC Other
 Estimated Number of Penetrations that are to be made: _____ Actual Number of Penetrations made: _____
 Method and Type of Sealing Materials to be used: _____
 Indicate Type of UL System Used: _____
 Department/Project Manager Signature: _____ Date: _____

Confirmation of Compliance (To be signed only after the completion of the work):

Print & Sign Name: _____ Date: _____
 Comments: _____

TO BE FILLED BY PHYSICAL PLANT LIAISON

I have reviewed and approve the proposed work request: Yes / No

Comments / Recommendations: _____

Liaison Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____

EXHIBIT G

University of Medicine and Dentistry of New Jersey
 Fire Alarm Procedure Evaluation Form

Note: ALL BUILDING FIRE WARDENS AND FIRE EXIT DRILL COORDINATORS:

- 1. Please Complete This Form To Evaluate All Fire Alarms, Including Fire Exit Drills And Fire Incidents.
- 2. Return The Completed Form To Your Campus EOHSS Office.

Building: _____ Floor / Area You Monitored: _____ Date / Time: _____

Reasons for Evacuation: Fire Exit Drill Fire Alarm Fire or Smoke Unknown

Total Time for Evacuation: <10 min. 10-15 min. >15 min. Number of Occupants Evacuated: _____

Weather Condition: Normal Cold Snow Rain Hot

	Items To Check During Fire Alarm Condition	Check Points: Respond to each one of the following questions, as applicable	Yes	No	If 'No', Indicate Exact Location
1	Evacuation Alarms	Audible / Visible (strobes) in all areas?			

2	Alarm Notification Tone	Audible & clear, if provided?			
3	P. A. Announcements	Audible & clear, if provided?			
4	Evacuation Floor Plans	Posted in place / Are they current?			
5	Fire Alarm Pull Boxes	Access unobstructed / Operable?			
6	Fire Extinguishers	Access unobstructed / Inspected / Mounted properly on wall?			
7	Room Doors/Windows	Closed properly?			
8	Corridor (Double) Doors	Closed properly?			
9	Corridor Storage / Use	Clear of all storage / Used as work space?			
10	Stairwells	Access unobstructed / Clear of storage?			
11	Stairwells and Corridors	Illuminated adequately?			
12	Stairwell Traffic	Free from overcrowding during evacuation?			
13	Elevators	Removed from service?			
14	Exit Doors	Operable / Leads to a safe EXIT?			
15	Exit Signs	Illuminated? Bulb working? Adequate?			
16	Physically Challenged Occupants	Was proper assistance provided to ensure their safety during evacuation?			
17	Occupants' response to alarm	Satisfactory / Cooperative?			
18	Fire Safety Training	Adequate / Meets expectations?			

Other Observations / Comments:

To Ensure Proper Follow Up, Provide Your: Name: _____ Location: _____ Phone #: _____

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