

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

2.0018R FIRE, FIRE SAFETY AND FIRE PREVENTION

I. Title of Regulation

Fire, Fire Safety, and Fire Prevention

II. Objective of Regulation

To establish and implement schedules for required fire drills to be conducted on and at Brookdale Community College's main campus and regional locations. The College will dictate precise procedures to be followed during such fire drills and in the event of a true emergency situation in order to ensure the protection of life and property. To establish proper procedures, in accordance with fire prevention, this protocol is for all of Brookdale Community College's properties.

III. Authority

Bylaws of the Board of Trustees, Section 1.3054.

IV. Regulation Statement

In accordance with the Fire Marshall's service and the National Fire Protection Association (NFPA) Regulations, Brookdale will follow all Federal, State, county and local Fire and Law Enforcement safety procedures. All of Brookdale's primary interests, in conjunction with protecting our community, will be to fully protect and follow Brookdale's fire prevention measures and maintain all fire safety equipment and monitoring system integrity. Following all procedural aspects of life safety, in the event of fire or a true emergency, fire prevention procedures and regulations are established and implemented by the Manager-Fire Safety & Environmental Compliance. The Manager-Fire Safety & Environmental Compliance will be acting upon the "in-place emergency action plan" provided by Brookdale Community College.

The following will be adhered to:

A. General Provisions

1. To ensure fast, safe and orderly evacuations of any building(s) during a fire drill and in the event of a true emergency, all those involved must remain calm. Drills may occur on any day including evenings and weekends to ensure all classes and students get to be familiarized with evacuation procedures. Deans, directors and faculty may be tasked along with supervisors who will be responsible for directing students and faculty co-mingled with visitors to the designated (EEA) Emergency Evacuation Area(s) closest to the building they are evacuating from.
2. During any drill, the College Manager-Fire Safety & Environmental Compliance and the Monmouth County Sheriff's Office (MCSO) will perform the fire

evacuation drills. The senior ranking Monmouth County Sheriff's officer of the day on site along with the Manager-Fire Safety & Environmental Compliance, both have ultimate authority during an actual emergency until such time when the fire chief and or fire marshal arrive on scene and assume command.

3. MCSO will address what action is to be taken during a fire drill or actual emergency.
4. Objects will not be placed in such a way as to obstruct a fire door or any point of egress intended as a means of escape. Further, hazardous materials which are classified as combustible or flammable will be stored at a safe distance from points of egress within approved containment.
5. Stairway enclosure doors which lead to or from a floor or the building will not be wedged open.
6. Yellow lines or curbs painted yellow designate fire lanes. Parking or lingering stationary in these areas is strictly prohibited.

B. Procedures During Fire Drills or Actual Emergency

1. Upon sounding of the fire alarm or the visual sighting of fire in any building, all employees, students and inhabitants will evacuate the buildings by the nearest fire exit in a quiet and orderly fashion.
2. All doors to the classrooms and offices should be closed after the rooms have been cleared of all inhabitants.
3. Whenever possible, a thorough search should be made by law enforcement personnel, without endangering life safety, to ensure that everyone has left the building.
4. At no time during a fire drill or actual emergency will unauthorized persons be allowed to enter the building.
5. At no time during a fire drill or actual emergency will anyone be allowed within 300 feet of the building other than firemen, policemen or other first responder designated authorities.
6. Special attention should be given by employees or law enforcement regarding elevators to ensure that they are not occupied during a fire drill or an actual emergency. NO ONE is to use an elevator as a means of egress.
7. The Manager-Fire Safety & Environmental Compliance will be responsible for ensuring that all fire safety equipment on College property is inspected on a regular basis and is in working condition.
8. The MCSO senior officer on site and or the Manager-Fire Safety & Environmental Compliance will be responsible for signaling the end of the fire drill and a Fire Chief or Fire Marshal will signal the end of a true emergency.

C. Fire Prevention

1. The Manager-Fire Safety & Environmental Compliance will determine areas on campus that do not comply with fire codes such as storage of supplies, chemicals, furniture, etc. and will notify the VP, Finance and Operations

2. Items not permitted on campus include but are not limited to (unless preapproved by the Manager-Fire Safety & Environmental Compliance):

- Space heaters
- Toaster ovens
- Hot plates
- Devices that overload electrical receptacles

Pre-approved appliances must be located in designated spaces only.

3. After notification of non-compliance due to local fire Marshal inspection(s), the Manager-Fire Safety & Environmental Compliance is responsible for developing a corrective measure, which must be approved by the issuing entity. This corrective measure will be implemented immediately.

D. Special Consideration for Fire Drills Only

1. Fire drills will be conducted as indicated below on the campus by the MCSO and the Manager-Fire Safety & Environmental Compliance to determine the efficiency of the fire alarm systems and equipment, and to familiarize the people taking part in the drill with procedures to be followed so they will be prepared in the event of a fire or other actual emergency.
2. In the absence of set fire code regulations which dictate fire drill schedules to most schools and institutions, Brookdale will utilize the following schedule:
 - a. Drills will be conducted during day and evening periods. This will cover all buildings at least once per year.
3. When a fire drill is planned at Brookdale, all local fire departments will be notified by the Monmouth County Sheriff's Office (MCSO)/designees prior to the drill, as they need not respond to the alarm.
4. The MCSO will conduct a written assessment of each fire drill.

V. Responsibility for Implementation

Vice President, Finance and Operations

Approved: President 5/25/76

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