	NEW JERSEY INSTITUTE OF TECHNOLOGY University Heights, Newark, New Jersey 07102
	<b>Document Control No.:</b>
	<b>Document Title: Chemical Hygiene Plan 29 CFR 1910.1450</b>

## APPENDIX 2: Emergency Action Plan

### 1.0 INTRODUCTION

The New Jersey Institute of Technology (NJIT) is required by New Jersey Public Employee Occupational Safety and Health (PEOSH) standards to implement a Fire Prevention and Emergency Action Plan in conformance with 29 CFR 1910.38 (a) and (b). To comply with this regulation, NJIT established the Emergency Action Plan which is a subset of a more comprehensive plan titled the Emergency and Continuity of Operations Plan. The Emergency Action Plan is maintained on the NJIT EHS website, included in the NJIT Chemical Hygiene Guide, and posted on the NJIT Pipeline. The Plan is also discussed in all training programs offered by the NJIT EHS Department.

The Emergency and Continuity of Operations Plan (referred to as the Emergency Operations Plan) developed and implemented at NJIT details emergency procedures to be followed in the event of a minor emergency, a major emergency, or a disaster. The Emergency Operations Plan also lists those members of the Campus Emergency Resource Teams including members of the Executive Response Team, subject matter experts, and various Operational Response Teams. The Emergency Operations Plan is maintained on the Department of Public Safety website and may be found at the following link:

<https://www.njit.edu/publicsafety/sites/publicsafety/files/NJIT%20EOP%20September%207%2C%202017%20certification%20letter.pdf>

### 2.0 FIRE PREVENTION


The NJIT campus is regularly inspected by state Fire Marshals from the NJ Department of Community Affairs (DCA), Division of Fire Safety, Bureau of Fire Code Enforcement. NJ State Fire Marshals enforce fire safety provisions described in NJAC Title 5, Community Affairs, Chapter 70, Uniform Fire Code.

#### 2.1 Inspection of Fire Protection Systems

Fire protection systems and equipment are regularly tested and inspected by licensed and insured specialized vendors and overseen by representatives of the NJIT Facilities Services Department and the Environmental Health and Safety Department. Systems and equipment to be tested and inspected include sprinkler systems, standpipe systems, fixed suppression systems, fire alarm systems, emergency power generators, emergency lighting, fire pumps, and fire extinguishers.

#### 2.2 Fire Drills

Regularly scheduled fire drills are conducted in all residential and academic buildings by the NJIT Department of Public Safety. Fire safety and emergency response is discussed in various training programs provided by the NJIT Department of Public Safety and the Environmental

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Health and Safety Department. Additionally, faculty, students and staff are made aware of potential fire safety hazards of materials and processes related to their work during annual state-mandated Right-to-Know, Hazard Communication, Chemical Hygiene, and Laboratory Safety training programs provided by the Environmental Health and Safety Department.

**2.3 Smoke-Free Workplace**

The NJ Smoke Free Air Act, effective April 15, 2006, prohibits smoking in all workplaces and all buildings that are open to the public. NJIT’s Smoke-Free Workplace Policy prohibits smoking in all university-owned buildings. Smoking is also prohibited within 25 feet of an entrance or exit to any university owned buildings. Prohibiting smoking in and around university-owned buildings eliminates both health and fire hazards associated with the use of smoking materials.

**2.4 Hot Work & Fire Watch Permits**


NJIT has instituted permit systems for both Fire Watch and Hot Work that regulate activities that may impact fire suppression systems or generate heat, smoke, sparks, dust, etc. that may interfere with fire detection systems. These permits are monitored by representatives from the following NJIT departments: Public Safety, Facilities Services, Design and Construction, and Environmental Health and Safety.

**2.5 Fire Suppression & Detection Systems**

University buildings are protected by a combination of wet sprinkler systems, smoke and heat detections systems, strategically placed fire extinguishers, emergency pull stations, and evacuation placards. Fire detection systems are centrally monitored by the Public Safety Department on a continual basis. Cooking, chemical waste storage, and other potential high-hazard areas are protected by fixed fire suppression systems in addition to the fire suppression and detection systems previously described. University buildings are also equipped with fire extinguishers in accordance with construction and fire safety codes and regulations. Employees are not expected to use fire extinguishers unless they are specifically trained to do so. Fire hose connections are also available for use by the Newark Fire Department.

**2.6 Building Fire Code Inspections**

Depending on occupancy use category, NJ DCA Fire Marshals inspect NJIT buildings on a quarterly or annual basis. These inspections generate formal inspection reports with written Notice of Violations (NOV) describing Uniform Fire Code deficiencies as required. The NJ DCA inspection reports are issued to representatives of NJIT Facilities Services, Environmental Health and Safety, and Security Systems. NJIT has in place a mechanism by which individual Fire Code NOV’s are converted to work orders in the Maintenance Direct on-line work order

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data base. These work orders are subsequently assigned to the appropriate craft or department for correction and overseen by NJIT administrative and management personnel. The NJ DCA Division of Fire Safety, Bureau of Fire Code Enforcement has in place a system by which time extensions may be requested to abate individual NOVs on an as needed basis. Hazard abatement is monitored by the NJ DCA through a system of re-inspection, report generation, and punitive penalties if required. NJIT strives to continually improve response time to on-line maintenance requests and gives the highest priority to the abatement of potential life safety hazards.

### 3.0 FIRE SAFETY / FIRE RESPONSE


*Excerpted from the NJIT Emergency Operations Plan*

#### 1. What to do when a smoke or fire alarm sounds:

- a) Leave the building immediately and proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible.
- b) Move away from the building following the directions of emergency response personnel. DO NOT re-enter the building until a member of the emergency response personnel have given an "all clear."
- c) When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch, DO NOT open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room or use another stairwell.
- d) If you are unable to evacuate your room, DIAL 9-1-1 for Emergencies.
- e) Dial ext. 3111 FROM CAMPUS PHONES OR 973-596-3111 FROM PUBLIC PHONES FOR ALL OTHER ASSISTANCE AND INFORMATION.
- f) If possible, seal the bottom edge of the door with a coat or jacket (wet if possible). If your window opens, hang an object (e.g. coat, shirt, etc.) out of the window to attract attention. Follow any instructions given by the Emergency Response Team.

#### 2. What to do when smoke or fire is seen:

- a. Initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells or by doors leading directly to the outside. If possible, confine the fire by closing the door to the room.
- b. Evacuate the building, and then DIAL 9-1-1 FOR EMERGENCIES.

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- c. DIAL ext. 3111 FROM CAMPUS PHONES OR 973-596- 3111 FROM PUBLIC PHONES for all other assistance and information.
- d. To report a fire, give the following information:
  - i. Your name, telephone number and the location that you are calling from.
  - ii. The location of the emergency (e.g. Library, first floor, etc.)
  - iii. Describe the situation (e.g. smell of smoke, open flames, etc.)
  - iv. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
  - v. Hang up only after the Emergency Operator has done so, or told you to.
- e. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building’s designated assembly point. Before leaving your room or if unable to evacuate your room follow the procedure listed in Section 1 C and D.
- f. Move away from the building following the directions of emergency response personnel. DO NOT re-enter the building until a member of the emergency response personnel have given an “all clear.”
- g. In the event of a fire, the University does not require employees to use a fire extinguisher. However, if you have received fire extinguisher training and comfortable in extinguishing an incipient stage fire, you may attempt to extinguish the fire with a fire extinguisher if ALL of the follow conditions are met:
  - The fire alarm has been activated and all occupants have been evacuated;
  - If the fire is small (waste basket size) and has not spread from its originating point;
  - You have the correct type of extinguisher; and
  - Your exit is clear and you can extinguish the fire with your back to the exit door.
  - Dial 9-1-1 for Emergencies.

Evacuation routes are posted in all residence halls, academic and administrative buildings as required by the Uniform Fire Code. Individual departments and work units may request evacuation route plans beyond those mandated by the Uniform Fire Code. These plans will be developed in consultation with members of the following NJIT Departments: Public Safety, Facilities Services, Security Systems, Design and Construction and Environmental Health and Safety as well as input from external consultants.

More detailed information concerning fire safety, emergency preparedness, and building evacuation procedures may be found in the NJIT Emergency and Continuity of Operations Plan and on the Public Safety and Environmental Health and Safety websites.