

## UNIVERSITY POLICY

<b>Policy Name:</b>	Emergency Services				
<b>Section #:</b>	30.1.3	<b>Section Title:</b>	Administration and Public Safety	<b>Formerly Book:</b>	5.1.3
<b>Approval Authority:</b>	Executive Vice President, Strategic Planning and Operations & COO		<b>Adopted:</b>	08/89	<b>Reviewed:</b> 2/27/17
<b>Responsible Executive:</b>	Executive Vice President, Strategic Planning and Operations & COO		<b>Revised:</b>	9/21/2001; 11/28/2011; 1/30/2012; 10/1/2013; 2/27/2017	
<b>Responsible Office:</b>	University Public Safety		<b>Contact:</b>	<a href="mailto:policies@publicsafety.rutgers.edu">policies@publicsafety.rutgers.edu</a>	

### 1. Policy Statement

Rutgers University is committed to providing professional safety and security services to the university community. Rutgers University Emergency Services (RUES) responds to emergencies, provides emergency medical care and transport services to the Rutgers' community and presents other public safety, fire safety education, and enforcement programs. Federal, state and municipal laws mandate compliance with fire safety regulations and RUES is required by the State to enforce these laws and regulations.

### 2. Reason for Policy

To ensure compliance with all applicable laws, rules and regulations and to define departmental responsibility for oversight and enforcement of them.

### 3. Who Should Read this Policy

All members of the university community.

### 4. Resources

- a. Higher Education Opportunity Act-Reauthorization of 2008
- b. New Jersey Uniform Fire Code
- c. Rutgers Compliance Initiative 2010

### 5. Definitions

This policy is subject to the following definitions:

Landlord – The manager of properties maintained by one of the following areas:

- University Facilities
- Residence Life and Housing
- Rutgers Athletics
- Dining Services

Tenant – The occupying department or individual.

### 6. The Policy

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website ([policies.rutgers.edu](http://policies.rutgers.edu)) for the official, most recent version.

## **I. Introduction**

Rutgers University Emergency Services (RUES) shall be under the direct oversight of the Chief of Emergency Services. The Chief of Emergency Services shall be responsible to the Executive Director of Public Safety / Chief of University Police. RUES consists of five bureaus which provide comprehensive emergency medical services, emergency response, emergency medical training, and fire safety services to the entire university community. The Chief of Emergency Services serves as the university liaison with all municipal and state Fire and Emergency Medical Services (EMS) departments responsible for coverage to all university properties. The Chief of Emergency Services shall establish and/or approve changes to existing university design standards as they relate to fire protection systems, equipment or features to be installed or modified within university properties. RUES also generates the annual Fire Safety Right-to-Know Report for Rutgers University and is responsible to investigate the cause and origin of all incidents of fire occurring on university property.

## **II. Emergency Services Bureaus:**

1. **Fire Inspections Bureau:** This bureau provides state fire code enforcement, prevention, education and training by state-certified personnel in accordance with the New Jersey Uniform Fire Code. State Uniform Fire Code inspections and permit inspections are conducted statewide on all of the university campuses as well as the agricultural and marine field stations. Although the entire university community is responsible to ensure compliance with the state and local fire code regulations, violations of the New Jersey Uniform Fire Code identified during the inspections are formally issued to the appropriate "landlord" of the property who is responsible to ensure the violations are abated by the abatement date listed. The "landlord" is responsible to work with the building "tenants" to correct all violations. In the event a "tenant" fails to take corrective action after being notified of a violation by the "landlord", the "landlord" is authorized to take appropriate action to immediately abate the violation. Appropriate action may include confiscation or removal of items in violation, hiring of appropriate contractors (at the tenants expense) to correct a "tenant" caused violation, or other such action as necessary to promptly abate a violation. If a violation cannot be abated by the abatement date listed in the notice of fire code violation, the "landlord" is responsible to complete a "request for time extension" and submit it to the Fire Safety Bureau for review and consideration of the request prior to the listed abatement date.

The Fire Inspection Bureau also manages the Emergency Services Officer (ESO) program. This program partners with student certified firefighters to perform monthly life safety equipment inspections as contracted.

The Fire Inspection Bureau also performs annual inspections of all residence hall rooms to ensure compliance with the university fire regulations. The university fire safety regulations are established by the Chief of Emergency Services and are enforced university-wide.

This Fire Inspection Bureau also performs the evacuation drills in residence halls, selected academic buildings, health care centers and daycare centers and works with Rutgers Environmental Health and Safety (REHS) to update and maintain the university online fire evacuation plan.

2. **Fire Alarm Bureau:** This bureau is staffed by state certified/licensed fire alarm technicians responsible for the inspection, testing and maintenance of fire alarm systems at Rutgers University–New Brunswick, Rutgers University–Newark and Rutgers Biomedical and Health Sciences ("RBHS"). In the event a system requires repair beyond the capabilities of the bureau staff, the Manager of the Fire Alarm Bureau will work with the landlord to coordinate the repair through an appropriate contractor. The Manager of the Fire Alarm Bureau serves as the university fire alarm system impairment coordinator for fire alarm systems university-wide.

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3. Fire Sprinkler Bureau: The Fire Sprinkler Bureau is staffed by state certified fire sprinkler inspectors responsible for inspections, testing, and minor maintenance of fire suppression systems at Rutgers University–New Brunswick, Rutgers University–Newark and RBHS. The Manager of the Fire Sprinkler Bureau will work with the landlord to coordinate the appropriate contractor to make repairs of all identified system deficiencies. The Manager of the Fire Sprinkler Bureau serves as the university fire sprinkler system impairment coordinator for fire sprinkler systems university-wide.
4. Emergency Response Bureau: This bureau provides twenty-four hour staffing for initial emergency response command and control functions at incidents involving fire, medical, chemical and rescue emergencies utilizing multi-discipline officers who are experienced Emergency Medical Technicians (EMTs), firefighters, hazardous materials technicians, and fire service instructors. This bureau is primarily assigned to Rutgers University–New Brunswick, but can respond to support large incidents at all Rutgers facilities upon request. Overseen by the Captain of Emergency Services, the Emergency Response Bureau staff serve as shift supervisors for all department activities in the absence of a bureau manager. In addition, they provide other services to members of the university community such as motor vehicle lockout assistance, response to stalled elevators, and ensuring emergency vehicle and egress is maintained through enforcement while on regular campus tours. Additionally, staff perform routine inspections of fire suppression system control valves and public access defibrillators on a monthly basis. Personnel assigned to this bureau are also certified as New Jersey Fire Inspectors or Officials and assist in the enforcement of the New Jersey Uniform Fire Code Regulations on campus. In cooperation with the University Public Access Defibrillator Committee, this bureau manages the review and approval process for departments requesting defibrillators.

The Emergency Medical Services program is part of the Emergency Response Bureau and provides emergency medical care and transportation primarily at Rutgers University–New Brunswick but is also available to cover events or emergencies at other Rutgers University locations. The unit is staffed by full-time and part-time certified EMTs, and provides standby coverage at major athletic events and other large gatherings on campus. Licensed by the New Jersey Department of Health, it operates twenty-four hours a day, all year.

5. Training Bureau: The Training Bureau provides emergency services training to the university and surrounding community and ensures Emergency Services staff are professionally qualified in accordance with state and departmental standards. Courses provided include, but are not limited to, performing cardiopulmonary resuscitation (CPR) and defibrillator use, first aid, fire extinguisher use, and other emergency service specific topics. In addition, the bureau administers the university required Defensive Driving course. Courses are available to all Rutgers facilities state-wide, upon request.

### III. Evacuation of Campus Buildings

A fire emergency exists whenever a building fire evacuation alarm is sounding; an uncontrolled fire or imminent fire hazard occurs in any building; there is an uncontrolled release of a hazardous material; or there is the presence of smoke, or the odor of burning.

Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm is sounding.

It shall be the responsibility of every person to immediately leave a university building whenever the fire alarm is activated or a fire emergency exists. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.