Daily Crime and Fire Log

The Public Safety Department maintains a combined Daily Crime and Fire Log of all incidents reported to the Public Safety Department. This includes all crimes, fire-related incidents and other serious incidents that occur on campus, including areas patrolled by the University Police and the non-campus buildings or properties, on public property or within the Borough of Glassboro.

The Daily Crime and Fire Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Public Safety Department posts specific incidents in the Daily Crime and Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

The Crime Lot and Fire Log are available for public inspection online at www.rowan.edu/pubsafety/information/crime_log.

The Public Safety Department also submits the Daily Crime and Fire Log to “The Whit”, to be published weekly.

Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements by institutions which participate in federal student financial aid programs:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Rowan University complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. To view the most recent seven (7) days of information please visit the DPS website for daily crime and fire-related incidents at: http://www.rowan.edu/pubsafety/information/crime_log.

2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Rowan University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security & Fire Safety Report. Information contained in this annual fire safety combined report includes: The number and cause of fires at all on-campus buildings which include all 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 facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The Annual Security & Fire Safety Report must include three (3) years of data.

If a fire occurs in any building, community members should immediately notify the Gloucester County Emergency Response Center, for the fire department by dialing 9-1-1; and if they can do so safely, Rowan’s Department of Public Safety (856) 256-4911 from a land line or from any cell phone. Public Safety will coordinate a response. Rowan has a direct dial phone line to the Glassboro Fire Department and Gloucester County Emergency Response Center and can communicate with the fire department quickly.
If a member of the Rowan community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Rowan’s Public Safety Department (856) 256-4911 from a landline or from any cell phone to investigate and document the incident.

The building’s fire alarm system will be activated in the event of an actual fire inside a campus building. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at either the primary or the secondary pre-designated area, this will ensure that all the occupants of the building are accounted for. Each member of the Rowan University community should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators should not be used to evacuate the building. Use the stairs to safely evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in each elevator connect directly to the Communications officer in the Public Safety Communication Center.

**Fire Protection Equipment/Systems**

All Rowan University buildings are equipped with automatic fire detection and alarm systems which are monitored 24 hours a day 365 days a year. Along with that all residential buildings are equipped with fire sprinkler systems.

**Health and Safety Inspections**

The Resident Life & University Housing staff performs residential inspections throughout the semester. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions, which may be detrimental to the health or well-being of the University community.

These inspections include a visual examination of electrical cords, placement of televisions and other electronic equipment. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, unauthorized cooking appliances, pets, etc. Rooms are also examined for prohibited activity such as removal of door closers, unauthorized door locking or alarm mechanisms, removal of security screens or other equipment, tampering with fire or life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.
Fire Policies for On-Campus Student Housing Facilities

1. Portable Electrical Appliances: Hot plates, halogen lamps, immersion coils, air conditioners, freezers, dishwashers, washing machines, and open-coil appliances are prohibited in University residences as they pose a threat of electrical overload and/or fire.

   Space heaters may only be used when installed by Facilities Department or the Student Housing Department.

   Microwave ovens of 700 watts or less, computers, stereos, televisions, radio, electric irons with safety cutoffs, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacture’s label that shows the electrical rating and listing by a nationally recognized testing laboratory (NRTL) such as FM Approvals LLC (FM), Intertek Testing Services NA, Inc. (ITSNA) (formerly ETL) MET Laboratories, Inc. or Underwriters Laboratories Inc. (UL).

   We strongly recommend the use of surge protectors(s). Extension cords are prohibited in all University housing facilities.

   Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependency on power strips.

   Lamps: A Special Safety Advisory – The use of halogen lamps is prohibited.

   - Carefully read all safety instructions and warnings that accompany any lamp.
   - Never use bulbs of a higher wattage or of a different style than is recommended by the manufacture’s instruction.
   - Never remove or discard a bulb that is hot to the touch; don’t try to operate a lamp that has damaged or missing parts.
   - Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds and closets.
   - NEVER place material such as towels or clothing on top of lamps.
   - Avoid placing lamps in locations where they may be knocked over.
   - Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.
   - Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

2. Smoking: Smoking, including hookahs and other smoking paraphernalia, is prohibited in all residential building, and outdoors within 50 feet.

3. Open Flames: Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residence. Possession of potpourri burning units or other fire-starting devices/substances is prohibited in residences, as is their use in
residential areas or adjacent outdoor space without staff supervision. Add. BBQ grills, etc are prohibited unless prior approval is granted by the Safety Services Office.
Fire 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 response personnel.

**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 Posted**: 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 pre-designated area to begin an accountability and assessment process.

**Fire Alarms Monitored**: Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year for the Public Safety Department by off-site central station.

**Fire Safety Training Programs Delivered**: Number of training programs delivered by Fire Prevention and Safety Officer or other responsible persons of authority within the University to occupants of residence halls, concerning fire prevention and preparedness.

**Buildings 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 a functional fire alarm system 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. Please note, all residence halls, are equipped with a functional fire alarm system and smoke detectors.

**Emergency Evacuation Drills (formerly known as Fire Drills)**: The number of supervised scheduled drills or actual events at campus residence halls, that are facilitated and certified by the Public Safety, for the New Jersey Division of Fire Safety in cooperation with assigned University building personnel. Drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.