

Fire Procedure

Fires should be reported immediately by activating the nearest fire alarm **or by calling 9-1-1**. Notify the nearest college official. You may also dial Public Safety for **assistance** at 973-328-5550 or use the **assistance** boxes located throughout the campus.

Buildings must be evacuated when the fire alarm sounds. Evacuations must be done in an orderly fashion using the exit that is nearest to you that is clear of the emergency. Move 50 feet away from the building; do not re-enter until the all-clear siren has sounded. Take all personal items with you when exiting a building, such as books, purses and jackets.