

# 2018 ANNUAL FIRE SAFETY REPORT

FIRE STATISTICS 2015 – 2017



2018 Resident Assistant Fire Safety Training at the Stanislaus County Regional Fire Safety Center.

The Campus Fire Safety Right-To-Know Act is aimed at increasing fire safety awareness on college campuses. It amends the Higher Education Opportunity Act of 1965 requiring colleges and universities to report specific fire safety information and statistics. This bill was signed into law August 2008 and the following is a public disclosure report that details all information required by this law as it relates to Stanislaus State.

## DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

All phases of the on-campus Residential Life Facilities located at One University Circle, Turlock, California, are equipped with smoke and heat alarms and are protected by automatic sprinkler systems. Residential Life Facilities were built in accordance with California Building Codes and meet the standards/regulations for fire safety according to the California Fire Code.

Campus Housing Facility Fire Safety Systems				
Resident Life Village	Fire Extinguishers	Local Smoke Detectors	Heat Detectors	Fire Suppression Systems
Phase I (Bldg. A) <small>Units 109-113, 209-213, 309-313</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase I (Bldg. B) <small>Units 105-108, 205-208, 201-204</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase I (Bldg. C) <small>Units 100-104, 201-204, 301-304</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase I (Bldg. D) <small>Units 114-118, 215-218, 315-318</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase I (Bldg. E) <small>Units 119-122, 219-222, 319-322</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase II (Bldg. East) <small>Units 123-128, 223-228, 323-328</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase II (Bldg. West) <small>Units 129-130, 229-230, 329-330</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase III (Bldg. North) <small>Units 131-146, 231-246, 331-346</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Phase III (Bldg. South) <small>Units 147-155, 247-255, 347-355</small>	Yes	Yes	Yes	Sprinklers, Standpipe Systems
Community Center	Yes	No	Yes	No
Village Café	Yes	Yes	Yes	Sprinklers, Standpipe System, Commercial Fire Suppression System in kitchen cooking area.

## FIRE EVACUATION DRILLS 2017

Date	Time		Type	Location
	Start	End		
February 23, 2017	1:00pm	1:30pm	Evacuation Drill - Unannounced	Residential Life Village
May 2, 2017	4:30pm	4:40pm	Evacuation Drill - Unannounced	Residential Life Village
August 24, 2017	8:00pm	8:30pm	Evacuation Drill- Announced	Residential Life Village
October 10, 2017	4:00pm	4:30pm	Evacuation Drill - Unannounced	Residential Life Village

## HOUSING POLICIES

### Policies on Portable Electrical Appliances, Smoking, and Open Flames

Stanislaus State has policies and regulations that give clear direction to those students who reside in the university residential housing. A portion of the policies pay particular attention to fire and life safety issues. Excerpts from the policies are outlined below with a full discloser on the web at [csustan.edu/Housing/Forms-Policies.html](http://csustan.edu/Housing/Forms-Policies.html).

Administrative Policies and Regulations:

#### **Cooking**

In apartments cooking is limited to the general kitchen or kitchenette areas. Hot plates, electric frying pans, electric grills, portable stoves, toaster ovens or other similar appliances are not allowed in the suite. For the safety of all in the community, residents must pay attention and use caution when cooking. Under no circumstances are microwaves, stoves, and other similar appliances to be left unattended. Any damage done or inconvenience caused to the community (smoke alarms, fires, etc.) is the financial and judicial responsibility of the resident.

#### **Decorating and Renovating Room Structure**

Furnishings or Personal items or furniture brought into Housing and Residential Life living quarters must meet a documentable fire safety standard rating of 4 or 5. Furniture must either have a manufacturers tag physically on the furniture or the resident must have some other form of documentation by the maker of the furniture.

Individuals will be asked to remove extra furniture or furniture which does not have proof of evidence for fire safety rating.

When decorating a bedroom/suite/apartment be aware of the following:

- Tapestries, flags and burlap cannot be hung from a wall or ceiling as they burn rapidly and can feed a fire. These decorations may be affixed to the wall if they have been treated with a fire retardant and are so labeled.
- Due to state fire codes, tack message boards and nameplates are not permitted on the exterior of the bedroom, suite or apartment doors.
- All holiday décor must be flame resistant. Such decorations must be removed within ten days after the holiday. Holiday decorations such as artificial trees are permitted in the living room of suites or

apartments and cannot be placed in bedrooms. Artificial trees must be approved by the Residential Life staff. Residents may not possess live holiday trees.

- Lights should be used only when a resident is present. All lights/cords must be in good condition and be UL certified.

### **Electrical Equipment**

- University Housing facilities have limits on their electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:
- Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters and hot plates.
- Refrigerators for private bedrooms are permitted, provided they do not exceed 3 cubic feet.
- Appliances such as stereos, radios, desk lamps, computers, TV's, VCR's, sealed-component coffee makers, hair dryers, other electrical hair implements, answering machines and electric blankets are permitted. In apartment, cooking appliances such as crop pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must be directly attached to grounded outlets, and should remain unplugged when not in use.
- Privately owned air conditioners are not permitted. Window fans are discouraged and should never be used unless the resident is present.
- Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Extension cords or string surge protectors together in a series are prohibited.
- International appliances must use electrical converters.
- Irons must be used with ironing boards only and irons should never be left unattended.
- Cooking is limited to the kitchen and is not permitted in bedrooms.
- Multiple outlet plugs that insert into an outlet are not permitted.
- The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against University Housing policy.
- Stereo equipment and speaker are expected to be of a size and power appropriate for high-density community living.

Violations of these guidelines may result in immediate license revocation.

### **Fire Safety**

- **Combustible Material Storage:** The storage of combustible materials (gasoline, paint thinner, etc.) within the residential facility, including resident bedrooms, suites and apartments, is not permitted.
- **Fire Alarm/Drill:** Residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and state fire code and will be referred to the Housing and/or University judicial processes.
- **Fire Safety Equipment:** Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their suite or apartment door. If the instructions are missing or illegible, please contact the Housing Office immediately to have a new one installed.
- The following misuses of fire safety equipment are considered violation of policy: pulling fire alarms or fire alarm covers when no fire exists; blocking or propping fire doors; blocking fire stairs; tampering with smoke detectors; tampering with alarm horns or bells; misuse or tempering with sprinkler system

heads (including, but not limited to, hanging items from sprinkler heads;) tampering with fire exit signs and improper use of fire extinguisher or fire hoses.

- Note that each suite or apartment common area, as well as each bedroom, contains a smoke detector for resident safety. Contact the Housing Office immediately if the smoke detector begins beeping. Under no circumstances should a resident attempt to adjust or repair a smoke detector. This includes changing the batteries. Tampering with smoke detectors will result in a minimum \$60 repair or replacement fee and disciplinary action.
- Open Flame: No open flames are permitted in suites or apartments. This includes, but is not limited to candles, incense, smoking and the burning of any materials or other flame-emitting items. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural or spiritual beliefs.
- Smoldering Embers: Apparatus such as hookahs, which results in smoldering embers, ash, etc. are not permitted within the housing facilities and grounds.
- Portable Heaters: The utilization of portable heaters is not permitted.
- Halogen Lamps: Halogen/torchiere/desk lamps are not permitted.
- Doors: All unit doors are to be kept closed at all times due to the integrity of the rated corridors. At no time are the doors to be propped open or left ajar.

**Smoke and Tobacco Free Campus:** In accordance with Executive Order 1108 issued by Timothy White, Chancellor of the California State University system in April 2017 and issued pursuant to Title 5, California Code of Regulations, Sections 42356, Government Code 7597.1 Stanislaus State is joining all other CSU and UC campuses in going completely smoke- and tobacco-free as of September 1, 2017. That means no smoking or vaping of any substance, or use of any tobacco products in any form will be allowed anywhere on campus, including student housing and the parking lots.

#### PROCEDURES FOR STUDENT HOUSING EVACUATION

In the event of an emergency evacuation at residential housing facilities, students are to vacate their room and proceed to the nearest evacuation gathering area. Resident Advisors will respond and act as building Marshal's and Monitors guiding residents to the nearest exits away from danger. Resident Advisors will use a methodical approach to evacuating each floor of each building involved. Once the building or area is clear a Resident Advisor will ensure that residents have evacuated to the gathering areas and are not blocking the path of emergency vehicles.

#### POLICIES REGARDING FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

All on campus residents receive fire safety training at the beginning of each semester. Comprehensive training on fire and life safety is also provided to all Residential Life Advisors, and Building Marshals and Monitors. Emergency evacuation drills are conducted quarterly for residence halls and annually for campus wide buildings in coordination with Safety and Risk Management. University employees receive fire evacuation and awareness training during their New Employee Orientation and participate in regularly scheduled emergency evacuation drills.

#### REPORTING A FIRE

All students and employees at Stanislaus State should call 9-1-1 to report all fires or fire related emergencies.

- If you see a fire or smell smoke, immediately call 9-1-1 and/or activate the nearest fire alarm. You may also use the emergency blue light call boxes to contact the Police (Turlock Campus).

- If the fire is small and you are trained, you may choose to use a fire extinguisher or a building fire hose to put it out provided ALL of the following conditions are met:
  1. The fire alarm has been activated
  2. All occupants have been evacuated
  3. If the fire is small (waste basket size) and has not spread
  4. You have the correct type of extinguisher
  5. Your exit is clear and you can extinguish the fire with your back to the exit door
- When you hear an alarm, walk to the nearest exit notifying others of the fire on your way out.
- Go to an evacuation gathering area away from the building then wait for further instructions.
- Immediately notify Police or Firefighters on the scene if you suspect someone may be trapped inside the building.

## EVAUCATION PROCEDURES

### **University Police**

The University Police Department is responsible for the overall campus evacuation procedure and serves as the focal point in any emergency for assistance and coordinating outside services as delineated in the Emergency Operations Plan.

The University Police Department serves as the recipient of the evacuation status of each individual building as reported by individual Building Marshals. They will direct assistance in search and rescue of outside services as required.

### **Facilities Services**

Facilities Services associates are trained to respond during emergency situations and assist the University Police Department with security and communication at University perimeter entry/exit points. Associates may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs, and provide ongoing support for recovery efforts.

### **Building Marshals**

These individuals are responsible for obtaining the evacuation status of their buildings in terms of assistance needed, building status, or any other critical informational needs. Building Marshals station themselves in pre-assigned locations to obtain information from their Evacuation Monitors. As soon as the status of their evacuation is known they forward this information to the University Police Department. Their primary responsibility is the evacuation of people from their buildings and the reporting of this information to Public Safety. They are not responsible for active search and rescue or any form of building remediation.

### **Evacuation Monitors**

These individuals are responsible for the timely and orderly evacuation of their buildings occupants. They direct occupants to the proper exit and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any assistance needs to the Building Marshal upon exiting. These individuals are not responsible for search and rescue or other related tasks, but serve to provide needed information to their Building Marshals.

### **Evacuation Procedures**

The evacuation of campus buildings or the entire campus may be required due to emergency situations occurring on or near the campus. Campus emergency planning facilitates evacuations are conducted in a systematic, controlled, and planned manner.

The building evacuation plan for California State University, Stanislaus consists of a partnership between the University Police, Facilities Services and individual volunteer building "Building Marshals" and "Evacuation Monitors".

Specific Instructions to Building Occupants:

- Safely walk to the nearest exit and go to an evacuation gathering area away from the building then wait for further instructions.
- Stay out of the way of emergency personnel and vehicles and follow instructions.
- Immediately notify University Police or other emergency response personnel if you know of a disabled or injured person needing assistance.

### **Campus-Wide Evacuation**

When it is necessary to completely evacuate the campus due to emergency conditions, a systematic and controlled approach will be used. When campus buildings are deemed safe for occupancy, personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Gathering area system will be used.

Following the decision to order the evacuation of the CSU Stanislaus campus, the University President or his/her representative shall notify:

- The Chief of University Police or his/her representative of the need to evacuate.
- The University Communications Public Information Officer or their representative of the need for information broadcasts asking all persons to stay away from campus.

The University Police, with the assistance of the Building Marshals, Monitors and Facilities Associates, shall be responsible for coordinating the evacuation process. Where the campus has been ordered closed and no campus facility is under eminent danger the evacuation of the campus will take place with an appropriate amount of time between each area.

### **Localized Evacuation**

In some situations, it may become necessary to evacuate one or more building on campus due to a localized emergency situation. When this occurs the University Police will coordinate the evacuation with the Building Marshals and Monitors. The decision to evacuate will be based on the totality of the circumstances and, whenever possible, following consultation with the President and ranking Dean or Facility Manager. When evacuations are due to an overriding concern for public safety it may not be possible to make such consultations. In those instances the appropriate Dean or Facility Manager will be notified of the evacuation as soon as is practical.

### **Special Needs**

Wheelchair users or other disabled persons should prepare for emergencies, in advance, by instructing a University official or employee.

Move toward the nearest emergency exit.

When a wheelchair user and/or other disabled person reaches an obstruction, such as a staircase, they should request assistance from others in the area.

If assistance is not immediately available, the wheelchair users and/or other disabled person should stay visible in an exit corridor or on an outdoor landing. They should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle (provided free by the UPD) or have other means of attracting the attention of others.



Special evacuation chairs (Evacu-Trac) are available in multistory buildings to evacuate a disabled person DOWN stairs.

## REPORTING PROCEDURES

The chairs are typically located near main stairways with instructions inside the cabinet. Contact the University Police for training.

Once a fire has been extinguished all instances of fires should be reported to the Residential Life Office for inclusion in the annual statistics.

All fires should be reported to:

**Ms. Jennifer Humphrey**  
Housing & Residential Life  
Dir of Housing and Res Life  
RLV  
Residential Life Village  
209/667-3675  
[jhumphrey@csustan.edu](mailto:jhumphrey@csustan.edu)

**Ms. Heather Pearson Villeda**  
Housing & Residential Life  
Associate Director  
RLV  
Residential Life Village  
209/664-6615  
[hpearsonvilleda@csustan.edu](mailto:hpearsonvilleda@csustan.edu)

## PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Housing and Residential Life continues to work with the Regional Fire Center during Resident Assistant Training having fire professionals lead information and training sessions relating to the importance of fire safety, as well as the lifesaving value of efficient building evacuations.

The department also continues to comply with all laws in relation to quarterly fire sprinkler inspections, annual fire riser testing, and annual state fire marshal inspections making timely corrections as required

Each year quarterly fire drills are conducted within the residential community and information relating to fire safety is posted in residential units. Units with kitchens are provided additional cooking safety information. Additional information is provided to members of the community at their first floor meeting and the monthly Health and Wellness Room Inspections also have a section relating to fire safety. Students found in violation of housing policy are referred to resident conduct.

The department is also working on a Repair and Maintenance Plan derived from an external Facilities Condition Assistant report prepared in April 2016. The report is in process and will encompass a 10 year Facilities Repair and Maintenance Plan. In addition the department plans to implement a battery replacement schedule for in-room smoke detectors, rather than relies on replacement upon the random ending of battery life expectancy.

## ANNUAL SECURITY REPORT

The Stanislaus State 2018 Annual Campus Security Report is available at the following link:

[https://www.csustan.edu/sites/default/files/groups/Compliance/documents/2018\\_asr\\_turlock.pdf](https://www.csustan.edu/sites/default/files/groups/Compliance/documents/2018_asr_turlock.pdf)

## FIRE STATISTICS



**Statistics and Related Information Regarding Fires at California State University, Stanislaus  
Residential Facilities located at One University Circle, Turlock, California 95382**

Residential Facilities	Total Fires in Each Building			Cause of Fire			Number of Injuries That Required Treatment at a Medical Facility			Number of Deaths Related to a Fire			Value of Property Damage Caused by Fire <sup>1</sup>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
<b>Phase I (Bldg. A)</b>															
<i>Units 109-113, 209-213, 309-313</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase I (Bldg. B)</b>															
<i>Units 105-108, 205-208, 201-204</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase I (Bldg. C)</b>															
<i>Units 100-104, 201-204, 301-304</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase I (Bldg. D)</b>															
<i>Units 114-118, 215-218, 315-318</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase I (Bldg. E)</b>															
<i>Units 119-122, 219-222, 319-322</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase II (Bldg. East)</b>															
<i>Units 123-128, 223-228, 323-328</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase II (Bldg. West)</b>															
<i>Units 129-130, 229-230, 329-330</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase III (Bldg. North)</b>															
<i>Units 131-146, 231-246, 331-346</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Phase III (Bldg. South)</b>															
<i>Units 147-155, 247-255, 347-355</i>	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Community Center</b>															
	0	0	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$ 2,000.00
<b>Village Café</b>															
	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<sup>1</sup> Values are in dollars															