

California State University San Marcos

Annual Fire Safety Report, September 2018

(for calendar year 2017)

1.0 INTRODUCTION

Federal law requires all institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics, security policies, emergency notification and **Fire Safety and Policies Report** on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees. This report contains the California State University San Marcos ("CSUSM") annual fire safety report and a statistical record of reported fire related incidents for the past three calendar years as well as information about campus fire safety policies, procedures and practices intended to promote fire safety on campus.

This report complies with current Federal law codified in: 1) United States Code, Title 20, Section 1092(i), and 2) US Code of Federal Regulations, Title 34, Chapter IV, Section 668.49. To view the CSUSM 2018 Annual Security Report ("ASR") pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. § 1092) please visit: <https://www.csusm.edu/clery/documents/asr2018.pdf>

2.0 CAMPUS FIRE SAFETY

CSUSM maintains a comprehensive fire safety program that involves regular inspections, drills and compliance enforcement with established state law, campus policies and on-campus housing fire safety rules and regulations.

On-campus student housing encompasses two apartment complexes: 1) University Village Apartments ("UVA") located at the northeast corner of Campus View Drive and Campus Way; and 2) Quad Apartments located on the north side of Barham Drive at the intersection of Campus Way.

Both apartment complexes are equipped with a fire sprinkler system, pull alarms, and smoke and heat detectors in compliance with applicable building codes. Each residential apartment contains heat and smoke detectors and sprinklers.

All fire safety alarms/activations within the UVA are monitored by the University Police Department ("UPD") Communications Center. However, currently, a private service provider monitors fire alarm activations for the Quad Apartments. In the case of an actual fire, firefighting responsibilities are delegated to the San Marcos Fire Department.

2.1 On-campus Fire Inspections

Fire safety regulations at CSUSM are designed and intended to prevent death, injuries and/or damage to University property and its facilities. To this end, a fire inspection of each on-campus apartment is conducted monthly by student housing staff to ensure that residents are in compliance with published on-campus residential fire safety rules and regulations. Twice each year, all detection and prevention equipment such as smoke detectors, heat detectors, pull stations, fire extinguishers, emergency lighting and backflow preventers are professionally inspected and tested to ensure that each is serviceable and fully operable by *Pyro---Comm Systems Inc.*, a locally operated and properly licensed vendor. The State of California Fire Marshal periodically reviews all fire inspection data and conducts a physical inspection of campus buildings including campus residential housing areas.

With an enhanced focus on the student residential areas, the CSUSM general fire safety plan is always evolving in order to improve our existing fire safety systems and methods to safely evacuate campus buildings.

2.2 Student Housing Fire Evacuations

Any member of the student housing community who observes a fire should activate a fire alarm and evacuate to a safe location. All fire incidents must be immediately reported to the UPD, even if the fires have been extinguished.

- a. Residents should think about fire safety. All members of the student housing community should familiarize themselves with the buildings, fire alarm stations, fire extinguishers, hallways, stairwells and exits within the student housing community.
- b. Residents should preplan an escape route(s) in anticipation of the possibility of a fire.

- c. Residents should know and recognize the alarms that signal a building evacuation
- d. In the event of a reported fire, residents should never enter a room that is smoke---filled or if the door is warm to the touch. Use caution, feel the door with the back of your hand before entering or exiting. If it is cool, exit the room/apartment, close the door, evacuate the building and proceed to the evacuation area.
- e. If the exit door is hot, don't open it. If possible, fill any cracks with wet towels, signal from your room by hanging a sheet out your window and wait to be rescued.
- f. If you are able to leave, close your door behind you to impede the movement of smoke and flames.
- g. If smoke is present in the hallways, lie down and crawl to safety, fresh air will be near the floor. Exit down the nearest stairwell. After you have exited, proceed to the evacuation area in parking lot "O" at the UVA or between Urge Gastropub and Block C at the Quad Apartments and await further instructions.
- h. Once in the evacuation area, find an RA (Resident Advisor) or a student housing staff member and check in with them. Remember to notify an RA if someone in your apartment cannot be accounted for. The fire department will give an "all clear" instruction when it is safe to re-enter the building.
- i. For safety sake, always let your roommate know where you are; a practice commonly known as the "buddy system".
- j. Resident Advisors will check to see that everyone has evacuated to the evacuation areas. **You are required by law to evacuate the building when the alarm sounds.** Do not attempt to re-enter the building until you are instructed to do so by the proper authority.

2.3 Reporting a Fire

All fires shall be reported to the UPD

1. To report an active fire dial 911
2. To report a past occurred fire dial (760) 750-4567
3. Use any one of the more than 160 building emergency telephones to report a fire emergency
4. Use the emergency intercom system found in most building elevators to report a fire emergency
5. Use any one of the (45) Blue Light Emergency call-boxes strategically located around campus and parking lots to report a fire emergency
6. Off-campus calls for emergency assistance should be directed to the appropriate local law enforcement agency
7. Pull a fire alarm

Remember to always be ready to provide:

- **Your name, telephone number and location**
- **Calmly describe the fire emergency**
- **Do not hang up, allow the dispatcher to end the call**

2.4 Fire Evacuation Drills

Student housing conducts two mandatory fire evacuation drills per calendar year. Fire evacuation drills are supervised by student housing staff and (as necessary) monitored by personnel from Emergency Management and/or UPD. The San Marcos Fire Department will always be notified before any Fire Drill exercise. Student housing staff are also responsible for conducting periodic fire safety instruction sessions with residents during the academic year.

For the safety of all student residents, all building evacuations are considered genuine emergencies and residents will be instructed to take all necessary precautions and follow all evacuation instructions from student housing staff, UPD and San Marcos Fire Department personnel.

Residents are encouraged to read and follow all policies, rules and regulations regarding fire alarms, evacuations, assembly locations and the accounting of roommates and neighbors.

2.5 Student Housing Policies: Open Flames and Smoking Policies

- a. The burning of any material, incense, candles, oil lamps or open flame **is prohibited**. An exception may be made for purpose of religious or spiritual observance following an approved written request, and when the Director of Student Housing has granted prior approval.

- b. Intentionally or negligently starting or causing a fire, explosion, or release of gas, fumes or smoke is **prohibited**.
- c. Smoking is **strictly prohibited** in all apartments, student rooms, hallways, and meeting rooms.
- d. The smell of smoke (any kind) will cause student-housing staff to enter the apartment in order to check on the safety of the residents inside. *Note: Tampering with any fire safety equipment is a violation of state law.*

2.6 Student Housing Policies: Electrical Appliances

- a. Space heaters, hot plates and other heat producing portable electrical and/or propane devices are **prohibited** inside any student housing building.
- b. All electrical domestic devices (electric shavers, electric tooth brushes, hair dryers, hair curling irons, carving knives, toasters, toaster ovens, televisions, radios, computers, chargers, modems, surge--- protectors, and electrical extension cords, etc.) used in an apartment shall be in good working condition with no signs of damage and have the UL (Underwriters Laboratories, Inc.) seal of approval. *Note: Extension cords must only be used in accordance with the manufacturer's instructions.*

2.7 Student Housing Fire Safety Rules and Regulations

- a. The possession of any type of explosive device, fireworks, combustible decorations, chemicals, ammunition, gasoline or any other similar highly flammable substance is **prohibited**. *Note: A violation of this policy may result in criminal prosecution.*
- b. Tampering with or deactivating fire safety detection equipment including fire alarms, smoke and heat detectors is a violation of state law. *Residents are responsible for the actions of their visitors or guests.*

Smoke and heat detectors in the student resident apartments are sensitive. When taking a shower, close the bathroom door to ensure the steam does not affect the detector. When cooking, be sure to use the fan above the stove. Never hang anything from the sprinklers, smoke or heat detectors.

If a detector makes a beeping sound it means the battery is low. Complete a work order as soon as possible to have the battery replaced. Anytime a smoke detector alarm sounds, you should respond as if it were an EMERGENCY.

- c. Tampering with or activating an alarm in a non-emergency situation, or use of a prohibited cooking or other device that can cause activation of the fire alarm system is **prohibited**. *Residents are responsible for the actions of their visitors or guests.*
- d. Hookahs are not permitted inside the student housing areas for any reason. A violation of this policy will result in the item being removed from property.
- e. **False alarms do happen!** The smoke detectors can be set off by dust, an insect or just may need routine cleaning. Opening the front door and windows (to allow fresh air into the apartment) may stop the false alarm.

2.8 On-campus Student Housing Fire Safety Systems

Location/Facility	Fire Alarm Monitoring Done by University Police Department	* Full Sprinkler System	Smoke Detectors	Fire Extinguisher Equipment	Evacuation Plan	Evacuation Drills conducted in calendar year 2017
University Village Apts 305 Campus View Dr	X	X	X	X	X	2/15/17 and 9/21/17
QUAD Apts 200 Barham Dr	Monitored by private provider	X	X	X	X	2/15/17 and 9/21/17

* Full sprinkler system is defined as having sprinklers in both individual rooms and common areas.

2.9 Housing Fire Log

The UPD maintains a daily activity log utilizing a system called RIMS (Record Information Management System), which compiles and maintains a record of all crimes and fires reported to the UPD which have occurred on University property. The Housing Fire Log is maintained by the Associate Director of Residential Education and is updated monthly or as fires occur in on-campus housing. The fire log reflects the time and date the fire was reported, the location and nature of the fire along with a disposition. The most recent 60-day reporting period is available for public inspection upon request during

normal business hours. However, as per the CSUSM Police Department, information regarding the fire log may be withheld if the release of such information would jeopardize the safety of an individual or an ongoing fire investigation.

2.10 Fire Safety Training

All Resident Advisors and Resident Directors, who serve in an emergency response rotation, are trained in fire safety by the Safety, Health & Sustainability Office. These staff members are trained in fire prevention techniques, leading a safe and efficient evacuation, and fire extinguisher training before the start of each academic year.

3.0 CAMPUS FIRE STATISTICS

The annual fire safety statistics reported below contain fire statistics compiled from the 2017 calendar year and the two previous calendar years for on-campus student housing facilities: UVA and the Quad Apartments.

3.1 On-campus Student Housing – Fire Statistics

Location/Facility	2015 Fires	Case #	* Related Injuries	Related Deaths	Value of Loss	Cause of Fire		
						Unintentional	Intentional	Undetermined
University Village Apts 305 Campus View Dr	1	15--0225	0	0	0	Cooking	--	--
QUAD Apts 200 Barham Dr	0	--	0	0	0	--	--	--

Location/Facility	2016 Fires	Case #	* Related Injuries	Related Deaths	Value of Loss	Cause of Fire		
						Unintentional	Intentional	Undetermined
University Village Apts 305 Campus View Dr	0	--	0	0	0	--	--	--
QUAD Apts 200 Barham Dr	0	--	0	0	0	--	--	--

Location/Facility	2017 Fires	Case #	* Related Injuries	Related Deaths	Value of Loss	Cause of Fire		
						Unintentional	Intentional	Undetermined
University Village Apts 305 Campus View Dr	0	--	0	0	0	--	--	--
QUAD Apts 200 Barham Dr	0	--	0	0	0	--	--	--

* Injuries that resulted in treatment at a medical facility

3.2 Definition of a Fire

For the purposes of fire safety reporting, *the Higher Education Act (HEA)*, defines a **fire** as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

This definition contains two (2) descriptions of fire.

- 1) Any instance of open flame or other burning in a place not intended to contain the burning. Examples include:
 - Trash can fire
 - Oven or microwave fire
 - Burning oven mitt on a stove
 - Grease fire on a stovetop
 - Flame coming from electric extension cord
 - Burning wall hanging or poster
 - Fire in an overheated bathroom vent fan
 - Couch that is burning without any flame evident
- 2) Any instance of open flame or other burning **in an uncontrolled manner**. Examples include
 - Chimney fire
 - Gas stove fire
 - Fuel burner or boiler fire