



**Jeanne Clery Act
2016
ANNUAL FIRE SAFETY REPORT**

Fire Safety Programs and Policies
For 2013-2015

PREPARED BY:
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California State University - East Bay

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1. CSU East Bay Annual Fire Safety Report

The University publishes an annual Fire Safety Report, which can also be found at:

<http://www.csueastbay.edu/af/departments/upd/files/pdf/2016-Annual-Fire-Report.pdf>. The Fire Safety Report statistics are specific to on-campus student housing facilities – Pioneer Heights and University Village.

1.1 Fire Safety and Training Programs

All Resident Advisors and professional staff are trained on proper fire evacuation and emergency procedures by the CSUEB Emergency Preparedness Coordinator and the Department of Environmental Health & Safety at the beginning of each academic year. The CSUEB's emergency preparedness coordinator and Environmental Health & Safety, in collaboration with an independent contractor, Assured Fire, conduct fire suppression training with the Resident Advisors utilizing fire extinguishers and a controlled fire burn. At the beginning of each quarter, Resident Advisors have mandatory floor meetings where proper fire evacuation procedures are discussed with the residents. On the back of the door in each dorm room, apartment or suite an emergency information sheet is posted which delineates what to do in the event of a fire and what to do when an earthquake occurs. The emergency information sheet also includes a map of the building with evacuation points and emergency exits delineated as well as a map of the entire housing complex with evacuation points and emergency exits.

1.2 Fire Response Procedures

- A. If you see fire or smoke, gather the following information and dial 911 from a campus phone, cell phone, or directly from a Blue Light emergency phone. Identify yourself and report the following:
 - a. Building name and address
 - b. Room/location of fire
 - c. Type of fire
 - d. Smoke or flame
 - e. Smoke odor

- B. For minor fires such as smoke in a waste basket, locate the fire extinguisher and:
 - **P** - *PULL* safety pin from handle
 - **A** - *AIM* nozzle at base of fire
 - **S** - *SQUEEZE* the trigger handle
 - **S** - *SWEEP* from side to side (watch for re-flash)

Remember – Do not try to extinguish the fire yourself unless it is small, contained and safe to do so.

- C. For large fires, evacuate the building and pull a fire alarm. If you are the last person out of a room, close the door behind you - DO NOT LOCK THE DOOR.
- D. If you become trapped inside a building during a fire:
 - a. Call University Police (911 from campus phone or cell phone).
 - b. Tell them your location and that you need Fire Department assistance to get out.
 - c. Stay near a window and close to the floor.
 - d. If possible, signal for help.

1.3 Emergency Evacuation Procedures

The manner in which CSU East Bay conducts emergency operations on campus is governed by State and Federal legislation. The ability to declare a campus State of Emergency is governed by CSUEB policy. The President has the authority to declare a State of University Emergency. Usually, such a declaration will be made upon the recommendation of the emergency operations center with the advice of the Chief of Police and other administrators. The CSUEB Emergency Operations Plan fulfills the University's responsibilities to adhere to the:

- Standardized Emergency Management System (SEMS).
- Incident Command System (ICS).
- National Incident Management System (NIMS).

The overall objective of emergency management is to ensure the effective management of response resources in preparing for and responding to situations associated with catastrophic emergencies. To carry out its responsibilities, the emergency operation center will accomplish the following objectives during an emergency/disaster:

- Support and coordinate emergency response and recovery operations
- Coordinate and work with appropriate federal, state, and local government agencies, as well as applicable segments of the private sector, monitor resource needs and coordinate requests for resources from outside agencies and jurisdictions
- Establish priorities and resolve any conflict demands for support
- Prepare and disseminate emergency public information to alert, warn, and inform the campus

- Collect and disseminate damage information and other essential data about the situation. Fulfill our obligation for intelligence gathering and information flow as described in SEMS, NIMS, and other procedures.
- Provide logistical support for the emergency response

In a campus-wide emergency, the decision to implement evacuation procedures rests with the emergency operations center, if the emergency operation center is activated. In situations requiring immediate action, public safety responders (Police/Fire) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials. In a major earthquake, individuals should “duck, cover, and hold” until the shaking stops, and then evacuate the building if necessary. The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

The emergency operations center will initially focus on the dissemination of information and instructions to the people at risk on the campus. For some hazards the campus may have only a few minutes to alert those at risk. Pre-scripted information may go out with the initial warning. These messages will be followed up with what is happening, what the response organization (police, fire, etc.) is doing, and what else the campus should do for its safety. The emergency operation center will feed preparedness information into an established media-public link, and give updates to the media and the campus after impact. If, in the professional judgment of responsible authorities, a notification would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, a notification will not be issued.

Following is a list of various methods of notification to the larger campus community:

- a. All-Mail Email Listserv
- b. Bulk email of notification messages to campus population that reaches faculty, staff and students
- c. “Alert Me” (Emergency Notification Messages)

- d. Voice/Email/Text Messaging Text messaging of faculty, staff and students through a private vendor utilizing voice/email/text messaging to faculty/student and staff through an opt out system
- e. Closed Circuit Televisions - Television screens in several University buildings can be used to inform of immediate or future conditions affecting the campus community
- f. Social Media
- g. Long Range Acoustical Device (LRAD)
- h. Variable Message Boards

The approval level of emergency notifications will be time-dependent and determined by the incident. Authorization to send campus-wide notifications will be provided from the highest level listed below as circumstances permit. Notifications involving immediate life safety issues may need to be sent on short or no notice without full authorization.

- a. Executive Management Team and/or President
- b. Vice President of Administration and Finance or designee
- c. Chief of Police and/or Environmental Health & Safety Director or designees
- d. On Duty Police Lieutenant / Supervisor
- e. Incident Commander

1.4 Evacuation Drills

Training, drills, and exercises are conducted in a no-fault learning environment wherein systems and processes, not individuals, are evaluated. An After Action Report will be written after a training, exercise and/or drill. The After Action Report results will provide an opportunity to identify weaknesses, enhance strengths and improve capabilities. In addition to educating the occupants of the building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of the fire alarm system components. Drills may be announced or unannounced and after action and corrective action reports which are designed for assessment and evaluation of emergency plans and capabilities are completed after each drill. CSUEB will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Because CSUEB tests emergency plans, skills, resources, and relationships in response to a dynamic homeland security environment, drills and/or exercises may result in multiple findings and recommendations for improvement. The CSUEB emergency coordinator will ensure CSUEB employees are aware of this plan, and are trained to the levels required by the guiding directives in SEMS and relevant national plans. Current training requirements include ICS (ICS 100, ICS 200), SEMS, and NIMS

(IS 700) as required by State and Federal guidelines. The emergency coordinator will inform CSUEB Emergency Operation Center Staff of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

The schedule of training, drills, and exercises follows:

- **Campus Evacuation Drill:** Simulate day and night evacuation drills in an effort to ensure the safe evacuation and account for staff, faculty, students and the general public.
- **Frequency:** Campus drills are usually held in Fall and Spring

1.5 Student Housing Fire Safety Policies

The CSUEB Student Housing policies pertaining to portable electrical appliances, smoking, and open flames in a student housing facility are as follows. The following constitutes a list of violations that could result in prosecution and/or fines:

- a. **Combustible Material Storage:** The storage of combustible materials (gasoline, paint thinner, wax etc.) within the residential facility, including resident rooms /suites /apartments, is not permitted.
- b. **Fire Alarm/Drill:** All 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 may result in a citation from UPD or the Hayward Fire Department and/or being referred to the Student Housing judicial system.
- c. **Fire Safety Equipment:** Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door. If the instructions are missing or illegible, the Residential Life Coordinator should be contacted immediately to have a new one installed. Residents are required to initial that they have been shown the evacuation instructions on the room/apartment inventory form at check-in. The following misuses of fire safety equipment are considered violations of policy and will result in judicial and/or legal action (\$1,000.00 fine and up to 6 months in prison): 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, strobes, enunciator or bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and tampering or improper use of fire extinguishers or fire hoses. Note that each residence hall room contains a smoke detector and each apartment/suite contains a smoke detector and fire extinguisher for residents' safety.

Contact the Residential Life Coordinator for additional information about fire safety or if any of your unit’s fire safety equipment appears to be malfunctioning.

- d. **Open Flame:** No open flames are permitted in the residence halls or within housing property outside of designated areas without official SHRL approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.
- e. **Portable Heaters:** The utilization of portable heaters in the residence halls is not permitted.
- f. **Halogen Lamps:** Halogen lamps/lighting, are not permitted.
- g. **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.

1.6 Smoking

Due to California State University policy, smoking is prohibited in all of our buildings, student rooms, residential hallways, restrooms, lounges, stairs, balconies, volleyball and basketball courts and pool areas. Residents may only smoke 20 feet away from any building. This includes the use of smoking devices such as hookah pipes.

1.7 CSUEB Student Housing Fire Safety Systems

01/01/2013 – 12/31/2015

Student Housing Fire Safety System						
Student Housing Facilities:	Fire Alarm Monitoring Done On Site	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan/Placards	Number of Evac (Fire) Drills '13 '14 '15
PIONEER HEIGHTS						
Building 1 - Calaveras	No	Yes	Yes	Yes	Yes	1 1 1
Building 2 - Coloma	No	Yes	Yes	Yes	Yes	1 1 1
Building 3 - Sierra	No	Yes	Yes	Yes	Yes	1 1 1
Building 4 - Sonora	No	Yes	Yes	Yes	Yes	1 1 1

Student Housing Fire Safety System						
Student Housing Facilities:	Fire Alarm Monitoring Done On Site	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan/Placards	Number of Evac (Fire) Drills '13 '14 '15
PIONEER HEIGHTS						
Building 5 - Mariposa	No	Yes	Yes	Yes	Yes	1 1 1
Building 6 – International House/Tamalpais	No	Yes	Yes	Yes	Yes	1 1 1
Building 7 - Shasta	No	Yes	Yes	Yes	Yes	1 1 1
Building 8 - Diablo	No	Yes	Yes	Yes	Yes	1 1 1
Building 9 - Sequoia	No	Yes	Yes	Yes	Yes	1 1 1
Building 10 - Juniper	No	Yes	Yes	Yes	Yes	1 1 1
UNIVERSITY VILLAGE	No	Yes	Yes	Yes	Yes	1 1 1

1.8 CSUEB Fire Statistics and Information

01/01/2013 – 12/31/2014

Fire Statistics and Information							
Student Housing Facilities:	Date Occurred	Time	Police Report Number (s)	Cause	Value of Property Loss	Injuries	
PIONEER HEIGHTS							
Building 1 - Calaveras	None	n/a	n/a	n/a	n/a	n/a	
Building 2 - Coloma	None	n/a	n/a	n/a	n/a	n/a	
Building 3 - Sierra	None	n/a	n/a	n/a	n/a	n/a	
Building 4 - Sonora	None	n/a	n/a	n/a	n/a	n/a	

Building 5 - Mariposa	None	n/a	n/a	n/a	n/a	n/a
Building 6 - International House/Tamalpais	None	n/a	n/a	n/a	n/a	n/a
Building 7 - Shasta	None	n/a	n/a	n/a	n/a	n/a
Building 8 - Diablo	None	n/a	n/a	n/a	n/a	n/a
Building 9 - Sequoia	None	n/a	n/a	n/a	n/a	n/a
Building 10- Juniper	None	n/a	n/a	n/a	n/a	n/a
UNIVERSITY VILLAGE	None	n/a	n/a	n/a	n/a	n/a

1.9 CSUEB Fire Statistics and Information

01/01/2015 – 12/31/2015

Fire Statistics and Information						
Student Housing Facilities: PIONEER HEIGHTS	Date Occurred	Time	Police Report Number (s)	Cause	Value of Property Loss	Injuries
Building 1 - Calaveras	None	n/a	n/a	n/a	n/a	n/a
Building 2 - Coloma	None	n/a	n/a	n/a	n/a	n/a
Building 3 - Sierra	None	n/a	n/a	n/a	n/a	n/a
Building 4 - Sonora	None	n/a	n/a	n/a	n/a	n/a
Building 5 - Mariposa	None	n/a	n/a	n/a	n/a	n/a
Building 6 - International House/Tamalpais	None	n/a	n/a	n/a	n/a	n/a
Building 7 - Shasta	None	n/a	n/a	n/a	n/a	n/a
Building 8 - Diablo	None	n/a	n/a	n/a	n/a	n/a

Building 9 - Sequoia	None	n/a	n/a	n/a	n/a	n/a
Building 10- Juniper	None	n/a	n/a	n/a	n/a	n/a
UNIVERSITY VILLAGE	09/20/15	6:10PM	15-0381	Other	\$ 100	none