



ANNUAL FIRE SAFETY REPORT

Fire Safety Programs and Policies
For 2016-2018

PREPARED BY:

Student Housing and Residence Life
California State University - East Bay

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1. CSU East Bay Annual Fire Safety Report

Cal State East Bay's Student Housing & Residential Life department compiles this institutional report to comply with 34 C.F.R. § 668.49, which is a disclosure for the three most recent calendar years concerning the number of fires that occurred within CSUEB's on-campus student residential housing facilities. The Fire Safety Report statistics are specific to on-campus student housing facilities – Pioneer Heights and University Village. Student Housing & Residence Life comprises of a variety of professional and paraprofessional staff. Paraprofessional staff include the Resident Assistants (RA) – peer leaders who live and serve the floors as staff. Professional staff include the Residence Life Coordinator (RLC), who also reside in the community and serve as part of a rotation crisis management team. When on rotation, the Residence Life Coordinator serve as on-duty as rotating Professional On-Call (POC). Should a fire occur, Resident Assistants, Residence Life Coordinators, and other staff members of the Student Housing & Residence Life department serve as both the response team and are inform of any incidents.

1.1 Fire Log

The University community is kept aware of any fire that occurred in an on-campus student housing facility reported to any campus official by viewing the fire log. Student Housing makes the fire log open to public inspection during normal business hours, Monday through Friday from 8:00 a.m. – 5:00 p.m., except for holidays and school closings at 1901 Harder Road, Hayward, CA 94542. Anyone may have access to the log, whether or not they are associated with our institution.

The information in the fire log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The fire log includes records of all reported fires, including arson. CSUEB must make an entry or an addition to an entry within two business days of the report of the information.

1.2 Fire Safety and Training Programs

All Resident Advisors and professional staff are trained on proper fire evacuation and emergency procedures by the Housing and Residence Life Department, CSUEB Emergency Preparedness Coordinator and the Department of Environmental Health & Safety at the beginning of each academic year. 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 floor meetings where they discuss proper fire evacuation procedures

with the residents. In addition, an email goes out to all residents with emergency preparedness information and a link to the website.

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.

1.3 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:
- Building name and address
 - Room/location of fire
 - Type of fire
 - Smoke or flame
 - Smoke odor

- B. For minor fires such as smoke in a waste basket, dial 911, remain calm and then 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. If you cannot safely extinguish the fire, leave the area immediately.
- D. Remember for large fires, dial 911 while you 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**.
- E. If there is smoke or unusual heat but no visible fire, make note of the cause or location of the smoke or heat as you evacuate.

1.4 Evacuation Procedures

A. If it is necessary to evacuate:

- a. Close but do not lock all doors and windows in the area of the fire.
- b. Check that stairwells are passable to at least the next floor below.
- c. Be sure to check the door for heat by checking its surface with the back of your hand (do not touch the doorknob).
- d. Do not open the door if it is hot.
- e. If the door is not hot, open it very slowly using your body as pressure.
- f. Exit down and out of the building if possible. If it is not possible to go down, try going to another wing to exit.
- g. If the fire alarm is not activated, pull an alarm on your way out.
- h. Do not use the elevators.
- i. The areas identified as safe assembly areas by the University are:

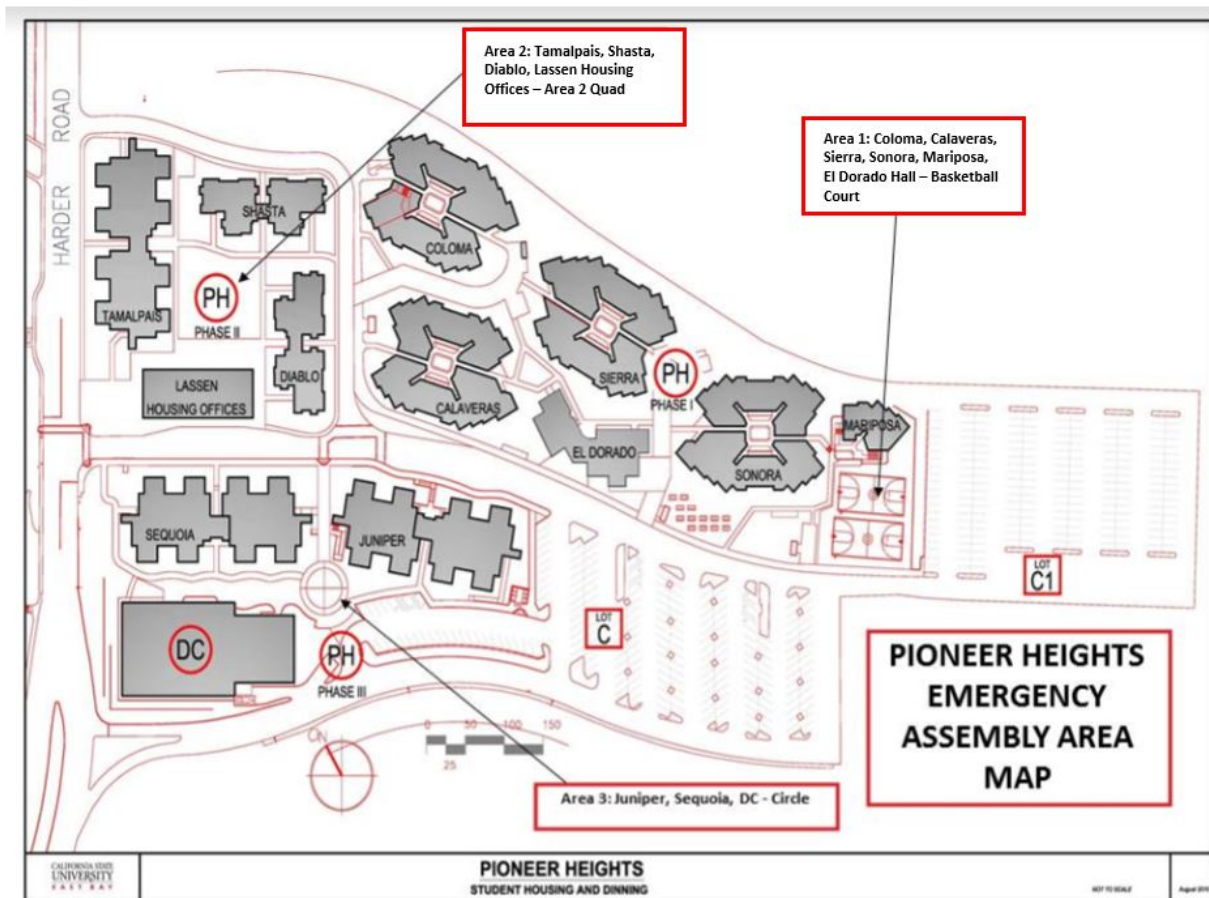
Area	Buildings	Assembly Areas
1	Coloma, Calaveras, Sierra, Sonora, Mariposa, El Dorado Hall/Office	Basketball Court
2	Tamalpais, Shasta, Diablo, Lassen Hall/Office	Lassen Quad
3	Juniper, Sequoia, Dining Commons	Dining Common Circular Quad by Parking Lot C
UV	University Village	Front of Building (South Side)

B. If you become trapped inside a building during a fire:

- a. Dial 911.
- 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.

CSUEB SHRL Emergency Assembly Areas – University Village





1.5 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; 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 Preparedness 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

Fire Drills at Student Housing and Residence Life

Fire Drills will usually occur in at the beginning of each term for each of the communities in Student Housing & Residence Life. This timeline occurs at the beginning of the year when students are new to the campus/community and it is a good time to formalize and fully understand the emergency protocol for their area.

Tasks at Drill:

- Prior to the drill starting, UPD will be notified about the start the drill.
- Alarm will be pulled so that the drill can start.
- Residents will be asked to evacuate by their RA who will lead them down to a designated area.
- There should be one person at the entry of the building informing students of where to go.
- RA will be holding a sign regarding their section of housing.
- RA will do a “roll call” of their residents to make sure they are present.
- Student Housing & Residence Life Staff will be present and walking through the community to make sure residents are out.
- Residents who do not leave their room/apartment/suite will be written up as an incident report (IR) and referred for potential discipline as described in Section 1.5(b), below.
- The Student Housing & Residence Life staff will make an announcement that this was a drill and instructions on what to do should the alarm ever go off: exit building, come to emergency evacuation area, and check in with RA when name called.

- UPD will be notified that the drill has ended.

Things to Know:

- The Fire Department or any other Emergency teams do not need to respond since it is a scheduled drill.
- UPD will be inside the building monitoring the RA's and evacuation protocol.

1.6 Student Housing Fire Safety Policies

The CSUEB Student Housing policies pertaining to portable electrical appliances 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:

- 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.
- 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.
- 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.
- h. **Electric Cooking Equipment:** The following appliances are ALLOWED in the PH Apartments: electric frying pans, electric grills, toaster/convection ovens, coffee maker, crock pots, rice cookers or other similar appliances. The following appliances are ALLOWED in the UV Apartments and the Suites: coffee makers and slot toasters. The UV Apartments and Suites are NOT permitted to have crock pots, rice cookers, electric grills, hot plates, or other similar appliances. If there is a question regarding acceptability of an appliance, please see the Appliances section in these policies or the Residence Life Coordinator for approved appliances. Kitchen equipment (i.e. traditional kitchen knives) used for any other purpose than for cooking will be considered an abuse of the weapons policy and is subject to disciplinary action.

1.7 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. As of September 1, 2017, CSUEB is a smoke and tobacco-free campus. The CSU's policy on a system wide smoke and tobacco free environment, EO 1108 can be found at:

<http://www.calstate.edu/eo/EO-1108.html>.

1.8 Future System Improvement / Upgrades

There are no system improvements or upgrades planned for 2019/2020.

1.9 CSUEB Student Housing Fire Safety Systems

01/01/2016 – 12/31/2018

Student Housing Fire Safety System						
Student Housing Facilities:	Monitored Fire Alarm System	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan/Placards	Number of Evac (Fire) Drills
						'16 '17 '18
PIONEER HEIGHTS						
Building 1 - Calaveras	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 2 - Coloma	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 3 - Sierra	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 4 - Sonora	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 5 - Mariposa	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 6 –Tamalpais	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 7 - Shasta	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 8 - Diablo	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 9 - Sequoia	Yes	Yes	Yes	Yes	Yes	2 2 2
Building 10 - Juniper	Yes	Yes	Yes	Yes	Yes	2 2 2
UNIVERSITY VILLAGE 25400 Carlos Bee Blvd	Yes	Yes	Yes	Yes	Yes	2 2 2

1.10 2016 CSUEB Fire Statistics and Information

01/01/2016 – 12/31/2016

Fire Statistics and Information							
Student Housing Facilities: PIONEER HEIGHTS	Date Occurred	Time	Police Report Number (s)	Cause	Value of Property Loss	Deaths	Injuries
Building 1 - Calaveras	None	n/a	n/a	n/a	n/a	None	n/a
Building 2 - Coloma	None	n/a	n/a	n/a	n/a	None	n/a
Building 3 - Sierra	None	n/a	n/a	n/a	n/a	None	n/a
Building 4 - Sonora	None	n/a	n/a	n/a	n/a	None	n/a
Building 5 - Mariposa	None	n/a	n/a	n/a	n/a	None	n/a
Building 6 - International House/Tamalpais	None	n/a	n/a	n/a	n/a	None	n/a
Building 7 - Shasta	None	n/a	n/a	n/a	n/a	None	n/a
Building 8 - Diablo	None	n/a	n/a	n/a	n/a	None	n/a
Building 9 - Sequoia	None	n/a	n/a	n/a	n/a	None	n/a
Building 10- Juniper	None	n/a	n/a	n/a	n/a	None	n/a
UNIVERSITY VILLAGE 25400 Carlos Bee Blvd	None	n/a	n/a	n/a	n/a	None	n/a

1.11 2017 CSUEB Fire Statistics and Information

01/01/2017 – 12/31/2017

Fire Statistics and Information							
Student Housing Facilities: PIONEER HEIGHTS	Date Occurred	Time	Police Report Number (s)	Cause	Value of Property Loss	Deaths	Injuries
Building 1 - Calaveras	None	n/a	n/a	n/a	n/a	None	n/a
Building 2 - Coloma	None	n/a	n/a	n/a	n/a	None	n/a
Building 3 - Sierra	None	n/a	n/a	n/a	n/a	None	n/a
Building 4 - Sonora	None	n/a	n/a	n/a	n/a	None	n/a
Building 5 - Mariposa	None	n/a	n/a	n/a	n/a	None	n/a
Building 6 - International House/Tamalpais	None	n/a	n/a	n/a	n/a	None	n/a
Building 7 - Shasta	None	n/a	n/a	n/a	n/a	None	n/a
Building 8 - Diablo	None	n/a	n/a	n/a	n/a	None	n/a
Building 9 - Sequoia	None	n/a	n/a	n/a	n/a	None	n/a
Building 10- Juniper	None	n/a	n/a	n/a	n/a	None	n/a
UNIVERSITY VILLAGE 25400 Carlos Bee Blvd	None	n/a	n/a	n/a	n/a	None	n/a

1.12 2018 CSUEB Fire Statistics and Information

01/01/2018 – 12/31/2018

Fire Statistics and Information							
Student Housing Facilities: PIONEER HEIGHTS	Date Occurred	Time	Police Report Number (s)	Cause	Value of Property Loss	Deaths	Injuries
Building 1 - Calaveras	None	n/a	n/a	n/a	n/a	None	n/a
Building 2 - Coloma	None	n/a	n/a	n/a	n/a	None	n/a
Building 3 - Sierra	None	n/a	n/a	n/a	n/a	None	n/a
Building 4 - Sonora	None	n/a	n/a	n/a	n/a	None	n/a
Building 5 - Mariposa	None	n/a	n/a	n/a	n/a	None	n/a
Building 6 - International House/Tamalpais	None	n/a	n/a	n/a	n/a	None	n/a
Building 7 - Shasta	None	n/a	n/a	n/a	n/a	None	n/a
Building 8 - Diablo	None	n/a	n/a	n/a	n/a	None	n/a
Building 9 - Sequoia	None	n/a	n/a	n/a	n/a	None	n/a
Building 10- Juniper	None	n/a	n/a	n/a	n/a	None	n/a
UNIVERSITY VILLAGE 25400 Carlos Bee Blvd	None	n/a	n/a	n/a	n/a	None	n/a

1.13 2019 Annual Security Report

The 2019 Annual Security Report is available at the following link:

<http://www.csueastbay.edu/upd/files/docs/2019-annual-security-report.pdf>