2013 Annual Fire Safety Report

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University Housing Fire Safety and Training Programs

Under the supervision of the Associate Director for University Housing:

All Resident Advisors (RA's) and professional staff are trained on proper fire evacuation and emergency procedures. Prior to the opening of each academic year, all Resident Advisors are trained in the proper use of Fire Extinguishers and general fire suppression techniques. All Resident Advisors are also trained and responsible for checking all Fire Alarms that are located in each of the resident's apartments. Additionally, RA's are responsible for checking the Fire Extinguisher located in each apartment in order to ensure that the Fire Extinguishers are fully functional. RA's also have mandatory training where proper fire evacuation procedures are discussed and mock evacuations are enacted. All Resident Advisors are also instructed in how to proceed should they have a resident with a disability. In such a case, the RA must respond first to the apartment where the disabled resident resides and they must first help them to safety before proceeding to assist other residents. The location of all student residents with a disability are clearly known by each RA immediately following Check-Ins.

Prior to each Fire Drill, the RA's must handout to each of their respective residents two Fact Sheets which describe in detail what student residents are to do in the event of an emergency such as, Fire and or Earthquake. Student Residents for both Phase I and Phase II of University Housing are given specific instructions on how and where they are to go in the event of an emergency. This same information is also found in the University Housing Handbook (also known as Addendum A”).

Fire Response Procedures

If you discover fire or see smoke, gather the following information and call University Police at (310) 243-3639 from your cell phone or landline, or directly from a Blue Light emergency phone. Upon receiving an emergency call, University Police Dispatch will respond. In turn, University Dispatch will
place a call to the On-Call Professional Housing staff who will also respond. Please make sure to identify yourself and report the following:

- Location of the Building (using the letter of the Alphabet assigned to that Building)
- The room/location of the fire.
- Type of fire, if you know.
- Smoke or flame.
- Smoke odor.

**FOR MINOR FIRES** such as a smoke in a waste basket, locate the fire extinguisher and:

- **P** PULL the safety pin from the handle of the fire extinguisher.
- **A** AIM the nozzle at the base of the fire.
- **S** SQUEEZE the trigger handle.
- **S** SWEEP from side to side and watch for re-flashes.

**FOR LARGER FIRES**, first evacuate the building, then gather the following information and call University Police at (310) 243-3639 from your cell phone or land line, or directly from a Blue Light emergency phone. Upon receiving an emergency call, University Police Dispatch will respond. In turn, University Dispatch will place a call to the on-call professional housing staff who will also respond. Please make sure to identify yourself and report the following:

- Location of the building (using the letter of the Alphabet assigned to that Building)
- The Room/location of the fire.
- Type of fire, if you know.
- Smoke or flame.

**Should You Become Trapped Inside a Building During a Fire**

- Tell them your location and that you need the Fire Department to assist in getting you out of the building.
- Stay near a window and close to the floor.
- If possible, signal for help.

**The Coordination of Evacuation, Fire Drills and Reports**
Evacuation and fire drills are under the direction of the Associate Director for University Housing. The Associate Director is responsible for both the coordination and collaboration with the local Carson Fire Department and the University Police Department. The emergency response and evacuation procedures are tested at least twice each year. Typically, University Housing will conduct two such exercises each semester. During each drill, all student residents practice drill procedures and familiarize themselves with the locations of all apartment exits and the sound of the alert that signals any type of emergency. In addition to participating in the actual drills, each resident is provided with information Fact Sheets. These Fact Sheets not only outline the general emergency/evacuation procedures, but they also list a full page of Fire Safety Do’s and Don’ts that each resident is required to follow. The benefit of these drills provides practice not only for the residents but also for our student and professional staff. It should be noted that University Housing at CSUDH conducts drills that may be announced or unannounced. After action and corrective action reports are written immediately following each drill. These written assessments are designed to help the staff evaluate how effective and efficient our emergency plans are. University Housing publishes a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

**Emergency Evacuation Procedures**

**First evacuate the building then call University Police** at (310) 243-3639 from your cell phone or land line. Upon receiving an emergency call, University Police Dispatch will respond. In turn, University Dispatch will place a call to the On-Call Professional Housing staff who will also respond.

- If you detect a fire, notify a University Housing staff member immediately, and pass the word.
- Check for smoke seepage around door cracks.
- Feel the door. If it is hot, do not open it.
- If you cannot leave due to smoke or heat, seal up cracks around the door with sheets or clothing, open the windows slightly, and hand a sheet out the window to signal rescuers.
- When the alarm sounds, and it is safe to open the door, evacuate the building immediately. Close all doors and windows behind you and proceed calmly, but quickly, to the nearest clear exit. Lock your room/apartment door.
- WHEN THE ALARM SOUNDS, ALL RESIDENTS AND THEIR GUESTS MUST IMMEDIATELY EVACUATE THE BUILDING.
- Upon exit from the building, proceed to a safe area at least 300 feet away from the building.
- Remain there until given the "all clear" by a staff member to return to your room.

Anyone who does not comply with the evacuation procedures will be subject to disciplinary action.

Residents with disabilities or those who are unable to wake up to alarms should notify the Associate Director, for University Housing at the time of Check-In about any special assistance needs.
Step-by-Step

1. The office staff or duty staff will notify University Police. University Police will contact the fire department, paramedics and/or ambulance if necessary. If notified by non-housing staff, the University Police will call all the office staff or duty staff. (A list of telephone numbers for all Resident Advisors and Building Captains will be given to University Police.)

2. Office staff or University Police will immediately notify all Resident Advisors.

3. The Resident Advisors or office staff will contact all available Building Captains. A list of telephone numbers for all Resident Advisors is posted on the wall near the front desk in Building "A."

4. The Building Captains will evacuate each building for which they are responsible. Each Building Captain has a list of all residents of his/her assigned building(s). Building Captains should know each resident and the residents should know their Building Captain.

5. The Building Captains will inform all residents to report directly to Building "A" or "X."

6. All Resident Advisors will be posted in the front of Building "A" or "X" to check off each resident as they report in. After checking off the residents, the Resident Advisors will direct the residents to the area between University Housing and the SBS Building.

7. At the completion of the resident check in, Resident Advisors and several other assigned people will check the remaining apartments for residents who are unaccounted for, asleep, trapped, injured, or dead. These assigned people will be given keys and permission to enter apartments of University Housing residents who did not check in and any other apartments deemed necessary.

8. In case of an earthquake, all main gas and water valves will be turned off. A copy of the location of all main valves will be given to University Police, Resident Advisors, and Building Captains at the beginning of each year. One copy will remain at the front desk. The main water valve is by the north side of the J-Building for Buildings B through O. The "A" and "X" Buildings have their own valves.

9. In case of fire, all main gas valves will be turned off.

10. Once in the area (located between University Housing and the SBS Building), the Resident Advisors will gather all residents and wait for further instructions from officers on site.

Each Resident Advisor will have a list of people to contact. (This list will include all the phone numbers of all people who need to be contacted.)

Blackout Information

- Remain calm
- Immediately turn off your television, computer, radio, etc., to avoid damage from power surges when the power comes back on
• After dark, remain in your room. Prepare ahead by having a flashlight handy. Do not burn candles. (The State Fire Marshall prohibits burning candles in University Housing.)
• There will not be lights during the blackout.
• Keep windows closed to hold in the temperature of the room.
• Keep refrigerator and freezer doors closed to maintain the temperature inside and delay spoilage of food.
• University and University Housing staff will attempt to facilitate the return of power as soon as possible.
• Telephones will continue to work if they are not plugged into an electric outlet.
• Laundry machines should resume cycle when power returns, but check to make sure.
• Direct questions or concerns to Resident Advisors and/or University Housing professional staff, who have been trained in emergency procedures and have flashlights.
• University Police are on duty 24 hours a day, 7 days a week and will respond in health and safety emergencies that may occur as a result of a blackout.

Please note: The energy that supplies and powers Phase II (Buildings P-X) of University Housing is linked to the Central Power Plant facility on campus. In the case of Phase I (Buildings A-O), the electricity/power is linked to the city's power supply.

**University Housing Policies**

University Housing policies that relate to portable electrical appliances, smoking, and open flames in any student apartment or facility located on the grounds of University Housing are as follows: The following constitutes a list of violation that could result in prosecution and / or fines:

1. Tampering, disabling and or damaging fire equipment or intentionally misusing fire alarms, smoke detectors, fire extinguishers, emergency exit signs or falsely activating one of the Blue Light emergency phones when the cause is unrelated to the notification of a true emergency situation.
2. Intentionally or negligently causing and / or creating a fire, explosion or release of poisonous gas or fumes.
3. Failure to evacuate a building immediately following the sounding of an alarm, unless otherwise instructed by one of the University Housing Professional staff, fire-safety or other emergency response personnel.
4. Possessing or storing gasoline, fireworks and /or combustible decoration and chemicals.
5. Storing fuel-driven engines including motorcycles, mopeds, etc, in any University Housing apartment.
6. Open flames (including candles and incense), combustible decorations and chemicals, deep fat fryers, electric fry pans, space heaters and halogen lamps are strictly prohibited (including on patios and balconies).
7. Disabling, opening, damaging, or propping open exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).

8. Grills-Barbeque Grills cannot be operated anywhere near a residential apartment. All grills must be clear of a building wall and must be clear of any tree branches or bushes. Propane grills are strictly prohibited. Charcoal grills are the only acceptable grills that can be used on/in University Housing at CSUDH.

9. All apartments with kitchens must use toasters or other cooking devices in an area designed for such and MUST NEVER be used outside the prescribed kitchen area.

10. All small appliances must have the UL tag of approval; all cords must be in good condition and cannot be frayed, broken or damaged in any way.

University Housing Fire Safety System

Each apartment is equipped with an automatic smoke detector and fire alarm system. Each smoke detector and alarm system is hardwired and has a failsafe battery backup. The smoke detection and alarm system is centrally located and monitored in the Administrative Building, also known as, Building "A." Additionally, each apartment is equipped with a fully charged and fully functional fire extinguisher that is examined twice per month by the Resident Advisor assigned to that area. The tag that is attached to each fire extinguisher is initialed twice per month after its integrity has been checked.

Important Fire and Safety Fact Sheet Information & Statistics

Download important safety tips from the Associate Director of University of Housing:

Download important safety information and statistics (Fire Statistics 2009-2010):

Download important safety information and statistics (Fire Statistics 2010-2011):

Download a recent letter from the Associate Director of University of Housing:

2011 Annual Security Report

http://www.csudh.edu/dhpd/securityreport/securityreport.shtml