



UNIVERSITY HOUSING

Annual Fire Safety Report – 2018

As part of the federal Higher Education Opportunity Act (HEA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) requires U.S. educational institutions with student housing to produce an annual Fire Safety Report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public report details fire disclosure and fire safety information required by this law as it relates to University Housing at California State University-Dominguez Hills.

Table of Contents

- 1.** Description of each on-campus student housing facility fire safety system
- 2.** Number of fire drills held during the previous calendar year
- 3.** Policies or rules on portable electrical appliances, smoking and open flames in a student housing
- 4.** Policies regarding fire safety education and training programs provided to students and employees
- 5.** Procedures to follow in case of a fire
- 6.** How to report a fire
- 7.** Plans for future improvements in fire safety
- 8.** Fire statistics

1. Description of each on-campus student housing facility fire safety system

CSUDH University Housing is entirely comprised of one- two- and three-bedroom apartments in the northeast section of campus where approximately 700 students currently reside in shared bedrooms. Each student residence in University Housing (apartments in buildings B-W as depicted in the map below) is equipped with independent smoke detectors located in every bedroom, living room, and interior hallway. Every kitchen is also equipped with fire extinguishers. *Please note Building A and Building X are administrative offices, not residential facilities.*



Current Fire Safety Systems in CSUDH University Housing

Facility	Smoke Detection in Each Bedroom, Kitchen/Living Room & Interior Hallway	Smoke Detector Testing Completed Monthly by Housing Staff	Fire Extinguisher Devices Installed in Each Kitchen	Fire Extinguisher Inspection Completed Monthly by Housing Staff	Number of Evacuation (Fire) Drills Conducted in Calendar Year 2017
All Apartments in Buildings B-O (60 One- and Two Bedroom Units)	X	X	X	X	0
All Apartments in Buildings P-W (104 Three-Bedroom Units Total)	X	X	X	X	0

2. Number of fire drills held during the previous calendar year

<i>Current Fire Safety Systems in CSUDH University Housing</i>					
Facility	Smoke Detection in Each Bedroom, Kitchen/Living Room & Interior Hallway	Smoke Detector Testing Completed Monthly by Housing Staff	Fire Extinguisher Devices Installed in Each Kitchen	Fire Extinguisher Inspection Completed Monthly by Housing Staff	Number of Evacuation (Fire) Drills Conducted in Calendar Year 2017
All Apartments in Buildings B-O (60 One- and Two Bedroom Units)	X	X	X	X	0
All Apartments in Buildings P-W (104 Three-Bedroom Units Total)	X	X	X	X	0

3. Policies or rules on portable electrical appliances, smoking and open flames in a student housing

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). 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). 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. All apartments with kitchens must use toasters or other cooking devices only as designed and these devices MUST NEVER be used outside the prescribed kitchen area. 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.

The following list describes some, but not all, other fire safety violations that could result in arrest or disciplinary actions:

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 or drill notification, 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, inside any apartment.

The following cited policies are also currently applicable and guide fire safety at CSUDH University Housing:

- ❖ From the “**Fire Safety/Evacuation**” and “**Decorations**” section of the **UNIVERSITY HOUSING SERVICES STUDENT HOUSING LICENSE AGREEMENT - POLICIES AND REGULATIONS** – available online at <https://www.csudh.edu/Assets/csudh-sites/housing/docs/pdf/uhs%20policies%20and%20regulations.pdf> :

Fire Safety/Evacuation

- 1. All persons are required to evacuate the building any time there is a fire or notification of a fire and follow evacuation instructions given by the UHS staff. During an evacuation, UHS staff may enter individual units to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by UHS staff or emergency personnel.*
- 2. Intentional misuse of, tampering with or obstruction of the fire safety system or fire fighting equipment is a misdemeanor violation.*
- 3. Possession, storage or use of explosives (firecrackers fireworks, smoke bombs, etc.), flammables (gasoline, propane, butane, kerosene, etc.), candles or any item with an open flame in the housing facilities (including on balconies and patios) is strictly prohibited, within 25 feet of any apartment.*

Decorations

- 1. Decorations that are flammable or fire hazards (including candles or incense – see Fire Safety) are prohibited.*
- 2. Licensee shall not bring or maintain any hazardous electrical decoration including, but not limited to, halogen torch lighting.*
- 3. Extension cords and multiple plugs/outlet adapters are prohibited.*
- 4. Only power strips with a minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment.*
- 5. It is prohibited to cover more than 25% of a door or wall in both private and public spaces. 6. It is prohibited to hang objects from the ceiling in both private and public spaces.*
- 7. "Live cut" trees (such as Christmas trees) or other combustible decorations are prohibited in the residential facilities.*
- 8. Any permissible holiday decorations in the residence halls must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.*
- 9. All electrical decorations must remain within unit and not be mounted on doors, windows or their frames.*

- ❖ In accordance with policy of the California State University, **smoking is not permitted anywhere (indoors or outdoors) within CSUDH University Housing or elsewhere on campus.** For additional information, please refer to Executive Order 1108 available on line at <http://calstate.edu/eo/EO-1108.html>

4. Policies regarding fire safety education and training programs provided to students and employees

All Resident Assistants (RAs) and professional staff are trained on proper fire safety and evacuation procedures. RAs are trained in the proper use of fire extinguishers and general fire suppression techniques. Designated professional housing staff are also trained and responsible for regularly checking all smoke detectors and fire extinguisher located in each student apartment in order to ensure that the equipment is fully functional. Inspections are scheduled on a monthly basis. At least once a year, RAs undergo mandatory training where proper fire evacuation procedures are discussed and reviewed.

Fire drills will be conducted in accordance with state and local regulations and in collaboration with the local fire and police personnel. Emergency response and evacuation procedures are tested each year.

Typically, University Housing will conduct two fire drill exercises each semester where residents can practice procedures and better familiarize themselves with the locations of all apartment exits and emergency alert signals. Drills may be announced in advanced or unannounced. Residents with disabilities or those who are unable to wake up to sounding alarms should notify University Housing staff in advance for any special assistance needs.

5. Procedures to follow in case of a fire

All persons are required to evacuate the building any time there is a fire or notification of a fire and follow evacuation instructions given by the UHS staff. During an evacuation, UHS staff may enter individual units to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by UHS staff or emergency personnel.

IF YOU DISCOVER FIRE OR SEE SMOKE: evacuate or move away from the affected area as quickly and safely as possible and proceed to a safe area at least 300 feet away. Call CSUDH University Police at (310) 243-3639 from your cell phone or directly from a Blue Light emergency phone. 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.
- Presence of smoke or flame.
- Smoke odor.

SHOULD YOU BECOME TRAPPED INSIDE A BUILDING DURING A FIRE: If possible, call CSUDH University Police at (310) 243-3639 and notify them of your identity and location; tell them you need assistance getting out of the building. Stay near a window and close to the floor and signal for help if possible using hands or a sheet out the window to signal rescuers. If possible, seal up cracks around nearby doors with sheets or clothing.

FOR MINOR FIRES such as a smoke in a waste basket, you can locate the nearest 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.

Please be sure to notify University Police of what occurred regardless of whether the fire or smoke condition has been extinguished.

6. How To Report a Fire

The CSUDH University Police Department maintains a Crime Log and Fire Log, in compliance with the Clery Act, which mandates that the University publish information about reported crime and certain fires

within the department's patrol jurisdiction and on CSUDH on-campus, non-campus, and public property, as defined by the Act. The fire log contains information on any fires occurring in an on-campus student housing facility within the past three years and the log is open to public inspection, upon request, during normal business hours.

In most cases, if a fire occurs on campus within student housing, University Police and/or University Housing staff will already be aware as they are often the first responders to these incidents. However, in cases when it is unknown or unclear if a fire in University Housing has been reported to University Police, students or employees who are aware of an occurrence should report the fire to University Police as soon as possible. The University Police station is open 24 hours a day, 7 days a week, 365 days a year, and is located at 1000 E Victoria St Welch Hall B100 Carson, CA 90747. The station is located at the northwest corner of Welch Hall on the first floor. You can reach University Police at 310-243-3639 (dispatch/non-emergency) or 310-243-3333 (emergency line).

Please note, fires and crimes can be reported by anyone, regardless of the individual's association with CSUDH. If you have any questions or concerns related to the fire log or fire safety within student housing, please contact the CSUDH University Police Chief using the contact information provided above or contact the Director of University Housing in Building X or by phone at (310) 243-2282.

7. Plans for future improvements in fire safety

To ensure best practices are employed to further protect students, employees and property, and in preparation for the 2020 expansion of CSUDH student housing to include another 500 beds, University Housing Staff will be reviewing all relevant fire safety policies and procedures throughout the 2018-2019 academic year.

Housing staff and leadership intend to collaborate with our campus safety and emergency preparedness partners including, but not limited to, CSUDH University Police, Carson Fire Department, California State Fire Marshall Officials as well as our residents to increase our fire safety awareness and training moving forward. Students, employees, guests or other individuals who have ideas for improvements or other suggestions are encouraged to talk with any of our professional or student staff members in person or email our department at housing@csudh.edu.

8. Fire Statistics

CSUDH University Housing retains statistics for reported fires in on-campus student housing facilities. Fire statistical categories are provided in accordance with the U.S. Department of Education, Office of Postsecondary Education's Handbook for Campus Safety and Security Reporting, 2016 Edition which offers the following definitions the University has referenced:

- A **fire**, for the purposes of the HEA, is *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*
- "**Cause of fire**" is defined as *the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.*

- A **“fire-related injury”** is defined as *any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters or any other individuals.*
- A **“fire-related death”** is defined as *any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.*
- **“Value of property damage”** is defined as *the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.*

**Statistics and Related Information Regarding Fires in CSUDH
Residential Facilities for 2015**

Residential Facilities at CSUDH – University Housing, 1000 East Victoria Street, Carson, CA 90747	Total Fires in Building	Fire Number	Date/ Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire (in US Dollars)
Building B – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building C – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building D – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building E – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building F – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building G – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building H – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building I – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building J – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building K – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building L – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building M – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building N – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building O – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building P – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building Q – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building R – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building S – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building T – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building U – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building V – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building W – Communiversity Circle	0	NA	NA	NA	NA	NA	NA

**Statistics and Related Information Regarding Fires in CSUDH
Residential Facilities for 2016**

Residential Facilities at CSUDH – University Housing, 1000 East Victoria Street, Carson, CA 90747	Total Fires in Building	Fire Number	Date/ Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire (in US Dollars)
Building B – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building C – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building D – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building E – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building F – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building G – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building H – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building I – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building J – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building K – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building L – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building M – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building N – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building O – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building P – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building Q – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building R – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building S – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building T – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building U – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building V – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building W – Communiversity Circle	0	NA	NA	NA	NA	NA	NA

**Statistics and Related Information Regarding Fires in CSUDH
Residential Facilities for 2017**

Residential Facilities at CSUDH – University Housing, 1000 East Victoria Street, Carson, CA 90747	Total Fires in Building	Fire Number	Date/ Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire (in US Dollars)
Building B – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building C – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building D – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building E – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building F – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building G – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building H – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building I – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building J – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building K – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building L – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building M – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building N – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building O – Communiversity Circle	0	NA	NA	NA	NA	NA	NA
Building P – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building Q – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building R – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building S – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building T – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building U – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building V – Hillside Court	0	NA	NA	NA	NA	NA	NA
Building W – Communiversity Circle	0	NA	NA	NA	NA	NA	NA