

# FIRE SAFETY IN UNIVERSITY COURTYARD STUDENT HOUSING

## ON-CAMPUS STUDENT HOUSING AND FIRE SAFETY SYSTEMS

California State University, Fresno in conjunction with University Courtyard has a total of 768 units and 1150 bed spaces available for on-campus housing. Each unit is equipped with fire detection systems, including smoke detectors and pull stations. Additionally, there is an evacuation and annunciation system on each building.

## HEALTH & SAFETY CHECK PROCEDURE

Health and Safety checks are performed once a semester by the Residential Life staff to find and eliminate safety violations. Students will be informed at least 24-hours prior to the scheduled check, however, in an emergency no notice will be given. Students are required to read and comply with the Fresno State University Courtyard student handbook guidelines, which include H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, smoke detectors, and the presence of prohibited items (e.g. sources of open flame, such as candles; non-surge protected extension cords; halogen lamps) or prohibited activity (e.g. smoking in the room; tampering with fire safety equipment). This assessment will also include a general assessment of food and waste storage and cleanliness of the room.

## MANDATORY FIRE DRILLS AND PROCEDURES FOR EVACUATION

Fire drills in University Courtyard were conducted each semester during the academic year (2 times a year). In 2018, fire drills were conducted on January 22<sup>nd</sup>-26<sup>th</sup> and August 27<sup>th</sup>-30<sup>th</sup>. All residents must evacuate their room, suite and building area immediately during the sounding of a fire alarm or upon the direction of a University Courtyard staff member. The University Courtyard evacuation assembly point is in Parking Lot P27. Attempting to re-enter a building area without permission from University or Housing staff is prohibited. Referral to the University Courtyard conduct system or to University Police for criminal/legal action may also be some of the consequences for failing to comply with the evacuation policy.

### Fire Drills

Date	Type	Location
Monday, January 22, 2018	Fire Drill-Unannounced	Birch & Homan Hall
Tuesday, January 23, 2018	Fire Drill-Unannounced	Baker Hall
Wednesday, January 24, 2018	Fire Drill-Unannounced	Graves, Cedar & Sequoia Halls
Thursday, January 25, 2018	Fire Drill-Unannounced	Aspen, Ponderosa, & Sycamore Halls
Friday, January 26, 2018	Fire Drill-Unannounced	Atrium
Monday, August 27, 2018	Fire Drill-Unannounced	Sycamore & Baker Hall
Tuesday, August 28, 2018	Fire Drill-Unannounced	Birch, Aspen & Ponderosa Halls
Wednesday, August 29, 2018	Fire Drill-Unannounced	Atrium & Graves Hall
Thursday, August 30, 2018	Fire Drill-Unannounced	Cedar, Sequoia, & Homan Halls.

### Reportable Fires

Date	Incident	Location	Cause	Value of Property
9/7/18	Burn Marks in carpet	Baker Rec Room	Unknown	Unknown
10/5/18	Smoke coming from room	Sequoia 380C	Smudging (Burning Sage)	No Damage
11/19/18	Outlet sparking	Baker 3 <sup>rd</sup> Floor West Restroom	Water splashed into outlet	No Damage

## **HOUSING POLICIES**

University Courtyard has policies and regulations that give clear direction to residents who live on campus. A portion of the policies pay particular attention to fire and life safety issues. The policies are outlined below:

**CANDLES/INCENSE/OPEN FLAMES:** Because of fire marshal regulations, candles in any form are prohibited in University Courtyard. Open fires, including burning candles and activities potentially dangerous to property or disruptive to the community, such as incense and aromatic oils are also prohibited within University Courtyard. All items (including candles) will be confiscated and violators of any of these policies are subject to disciplinary and/or legal action.

**COOKING:** Fire regulations require that certain cooking appliances not be permitted in rooms or suites except for the microfridge provided by University Courtyard. For safety reasons, any resident found using any prohibited cooking items will have the item(s) confiscated. Please consult the Facilities policies—Appliances section to see what is permitted.

**EXPLOSIVES/FIREWORKS:** Discharging firecrackers, fireworks, projectiles or any explosive device. Violations of this include, but are not limited to, discharging or in anyway attempting to discharge types of manufactured or homemade fireworks or flaming projectiles including cannons or bottle rockets inside or adjacent to University Courtyard. The size of the explosive is irrelevant. Violations of this policy may result in the termination of your housing license upon the first offense.

### **FACILITY POLICIES:**

- **APPLIANCES:** Electrical devices such as stereos, TVs, hair dryers, coffee pots, air popcorn poppers, rice cookers, blenders and personal computers are permitted, if they are UL approved and portable. Space heaters and cooking appliances (examples: hot plates, toasters and any appliance with an open heating element) are NOT permitted.
- **BALCONIES/PATIOS:** NO SMOKING! No personal items, trash, or bikes may be kept on the balconies. No BBQs are permitted on the balconies, sidewalks or grass. Anyone in violation of these policies will have the bike, furniture or BBQ confiscated and returned at check-out. Lawn furniture may be brought onto the patios.
- **CEILINGS:** You may not display any type of wall hangings, flags or posters on the ceiling. This is a fire hazard. During health and safety inspections you will be required to remove them. If not removed by resident in the time stipulated, Housing reserves the right to remove them.
- **FIRE EQUIPMENT:** Tampering with fire equipment, e.g. fire alarms, extinguishers and smoke detectors is a violation of University Courtyard policies. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires. Violations of this policy may result in the termination of your housing license upon the first offense.

**FIRE ALARMS/DRILLS/EVACUATION:** Fire drills will be held periodically. Please note that all rooms are checked as a standard evacuation procedure and that all University policies are enforced during this time. You are REQUIRED to leave the building whenever the fire alarm is sounded. Residents with disabilities are cleared from their room first. Staff is directed to knock on the door first, then key into every room. Failure to evacuate may subject you to criminal prosecutions, fines and/ or disciplinary action. In the event of a fire alarm/drill, all residents are required to report to Lot P27. It is important for all residents and staff to evacuate immediately to designated areas in order for Residential Life Staff and emergency personnel to be able to determine if halls have been evacuated.

**FIRE EXTINGUISHERS AND EQUIPMENT:** All residence halls are equipped with fire extinguishers which are to be used in the event that a minor fire should occur. If you find a fire extinguisher that is not in its proper

place, please notify a member of the Residential Life Staff. Tampering with extinguishers is a \$50 fine. False alarms, removal or unnecessary discharge of fire extinguishers, propping doors and removal of exit signs compromise the safety of the residence halls. Residents found engaging in the above listed activities may be dismissed from the residence halls. Other fire safety violations will be dealt with through the disciplinary process. Whenever a smoke detector alarm sounds, it is important to determine whether or not a fire emergency exists. If one does, or if it cannot be determined because the door to the room is locked, then immediately pull a fire alarm located in the center and at the end of every hallway. An alarm will sound throughout the building and the University Police will be notified automatically. Smoke detector alarms sound only in the room where they are activated, so you must pull a fire alarm to notify the University Police and the hall residents if there is a fire. Fire alarm pull boxes are located throughout the complex. You should become familiar with their locations. Once a fire alarm is pulled, it is the responsibility of each resident to evacuate their residence hall when the alarm sounds or be subject to criminal prosecution, fine and/or Residence Hall disciplinary action. Tampering with a smoke detector or a fire alarm is a \$100 fine. Certain items are not allowed on University Courtyard premises because of the fire hazard they pose to residents. For a list of prohibited items, please see inside front cover.

**FIRE SAFETY:** It's up to you to keep your living areas safe and prevent fire hazards. Always use a surge protector when plugging in multiple cords, especially computers or laptops. Use caution when cooking or utilizing the kitchens located in the community style halls.

**HEALTH & SAFETY INSPECTIONS:** University Courtyard Staff, together with RLS staff, will check resident rooms to ensure that all health and safety requirements are being met. These checks are scheduled once per semester. Typically, you are informed at least twenty-four hours in advance of a room check, unless an emergency arises, when no notice may be given. During the wet and cold months, facilities may be entering rooms to check for any mold issues. In addition, room checks are done during periods such as Winter Recess and Spring Recess. See University Courtyard Policies section for more information.

**SMOKE DETECTORS:** All resident rooms are equipped with smoke detectors. If your smoke detector needs maintenance, notify staff immediately by filling out a Facility Service Request at the Atrium Desk. If a smoke detector emits a low battery beep, fill out a Facility Service Request form at the Atrium Customer Service Desk so the battery can be replaced.

**SMOKING AND TOBACCO POLICY:** Effective September 1, 2017, all California State University campuses shall be 100% Smoke Free and Tobacco Free. Smoking, the use or sale of tobacco products, and the use of designated smoking areas are prohibited on all California State University properties. Members of the CSU community are expected to fully comply with the policy.

Any sponsorship and/or advertising in respect to any university activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized by the University President or designee.

**Exceptions:**

(i) Smoking in university-sponsored theater and dance productions, student-authored or sponsored scenes, showcases or workshops produced as part of the department of theatre as well as ceremonial campus events may be authorized by the President or designee only when a required part of a specific performance. This includes smoking and/or tobacco use for traditional ceremonial activities of recognized cultural and/or religious groups.

(ii) The use of nicotine cessation products regulated by the United States Food and Drug Administration for treating nicotine or tobacco dependencies is permitted under the terms of this executive order.

**TRAINING**

University Courtyard facilitates training for the Resident Advisors (RAs), Public Safety Assistants (PSAs), Assistant Resident Directors (ARDs) and Resident Directors (RDs), as well as all other housing staff members.

**Yearly staff training covers:**

- Fire extinguisher training
- Fire alarm evacuation procedures
- Fire alarm reset procedures
- Business Continuity Plan (BCP) procedures

**TRAININGS:**

<b>Date</b>	<b>Audience</b>	<b># in Attendance</b>
1/22/18	New Housing Staff	13
5/3/18	New Housing Staff	9
8/14/18	All Housing Staff	64

**SMOKE DETECTORS AND FIRE EXTINGUISHERS CHECKS:**

<b>Date</b>	<b>Type</b>	<b>Location</b>
1/22/18	Annual Maintenance and Repair	Aspen & Ponderosa Halls
1/22/18	Annual Maintenance and Repair	Sycamore Halls
1/23/18	Annual Maintenance and Repair	Homan Hall
1/23/18	Annual Maintenance and Repair	Sequoia & Cedar Halls
1/23/18	Annual Maintenance and Repair	Birch Hall
1/23/18	Annual Maintenance and Repair	Atrium
1/23/18	Annual Maintenance and Repair	Baker Hall
1/23/18	Annual Maintenance and Repair	Graves Hall

**CONTACT INFORMATION FOR REPORTING A FIRE**

University Courtyard Housing Office: (559) 278-2677  
 University Police: (559) 278-8400

**FUTURE IMPROVEMENT OF FIRE SAFETY**

University Courtyard will make improvements to on-campus student housing fire safety systems when necessary.

**FIRE SAFETY IN AGRICULTURAL OPERATIONS LIVING QUARTERS**

Fresno State Agricultural Operations has a total of six (6) units and six (6) bed spaces available for Ag Operations Living Quarters.

**Fire Safety Equipment**

**Smoke Detectors:** All Living Quarters are equipped with smoke detectors. If your smoke detector needs maintenance, or emits a low battery beep, notify Ag Operations staff immediately by calling 559.278-2011.

Whenever a smoke detector alarm sounds, it is important to determine whether or not a fire emergency exists. If one does, or if it cannot be determined because the door to the room is locked, contact Fresno State Police Department at 559.278-8400. Smoke detector alarms sound only in the room where they are activated, so you must notify the Fresno State Police Department if there is a fire. It is the responsibility of each resident to evacuate their Living Quarters when the alarm sounds or be subject to criminal prosecution, and fine. Tampering with a smoke detector or a fire alarm is a \$100 fine.

**Fire Extinguishers and Equipment:** All Living Quarters are equipped with fire extinguishers which are to be used in the event that a minor fire should occur. If you find a fire extinguisher that is not in its proper place,

please notify a staff at Agricultural Operations. Tampering with extinguishers is a \$50 fine. False alarms, removal or unnecessary discharge of fire extinguishers, propping doors and removal of exit signs compromise the safety of the Living Quarters. Residents found engaging in the above listed activities may be dismissed from the Living Quarters. Other fire safety violations will be dealt with through the disciplinary process.

**Smoke Detectors and Fire Extinguishers Checks:**

Smoke detector checks are conducted each semester during the academic year and during the summer (3 times a year). Fire Extinguisher checks are conducted annually by CSU, Fresno E.H.S. staff. In addition to the regularly scheduled checks, Ag Operations Maintenance Technicians periodically check the smoke detectors and fire extinguishers during routine maintenance checks.

In the upcoming year, Ag Operations will prepare a scheduled timetable for Smoke Detector and Fire Extinguisher checks.

<b>Date</b>	<b>Type</b>	<b>Location</b>
3 x year	Smoke Detector Check	Beef Unit Living Quarters
3 x year	Smoke Detector Check	Dairy Unit Living Quarters #1
3 x year	Smoke Detector Check	Dairy Unit Living Quarters #1
3 x year	Smoke Detector Check	Horse Unit Living Quarters
3 x year	Smoke Detector Check	Sheep Unit Living Quarters
3 x year	Smoke Detector Check	Swine Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Beef Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Dairy Unit Living Quarters #1
Annually, first of January	Fire Extinguisher Check	Dairy Unit Living Quarters #1
Annually, first of January	Fire Extinguisher Check	Horse Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Sheep Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Swine Unit Living Quarters

**Fire Drills**

Ag Operations does not conduct fire drills for the six (6) Living Quarters. The Living Quarters are single units, and residents have been instructed on emergencies and the evacuation assembly point location is nearby at O’Neill Park.

**Living Quarters Policies**

Ag Operations has policies and regulations that give clear direction to residents who live in the Living Quarters. A portion of the policies pay particular attention to fire and life safety issues. The policies are outlined below:

**Candles/Incense/Open Flames: Because of fire marshal regulations, candles in any form are prohibited in Living Quarters.**

Open fires, including burning candles and activities potentially dangerous to property or disruptive to the community, such as incense and aromatic oils are also prohibited within Living Quarters. All items (including candles) will be confiscated and violators of any of these policies are subject to disciplinary and/or legal action.

**Evacuations**

In the event of an evacuation of any building(s), residents are to exit the building immediately per directions of staff. Staff may knock and then key in to each room to be sure all residents have exited the building. In the event of any emergency, be alert and responsive to instructions from staff.

**Explosions/Fireworks**

Discharging firecrackers, fireworks, projectiles or any explosive device are prohibited. Violations of this include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or

homemade fireworks or flaming projectiles including cannons or bottle rockets inside or adjacent to Living Quarters. The size of the explosive is irrelevant. Violations of this policy may result in the termination of your housing license upon the first offense.

### Facility Policies

**Appliances:** Electrical devices such as stereos, TVs, hair dryers, coffee pots, air popcorn poppers, blenders, radios and personal computers are permitted, if they are UL approved and portable. Space heaters are NOT permitted!

### No Smoking!

Smoking is prohibited on the CSU Fresno campus.

### Ceilings

You may not display any type of wall hangings, flags or posters on the ceiling. This is a fire hazard. During health and safety inspections you will be required to remove them. If not removed by resident in the time stipulated, Ag Operations reserves the right to remove them.

### Fire Equipment

Tampering with fire equipment, e.g. fire alarms, extinguishers and smoke detectors is a violation of Ag Operations policies. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires. Violations of this policy may result in the termination of your housing license upon the first offense. Do not block firefighting equipment, fire doors, or exits with any material or equipment.

### Housekeeping

Keep your environment clean and tidy at all times. Do not place items in aisles, corridors, in front of emergency exits, or electrical control panels. Tools, equipment and chemicals shall be stored in designated spaces when not in use. Do not place or stack material or equipment in such a manner that it constitutes a falling hazard. If anything is spilled in the area, it should be cleaned up as soon as possible after it has been determined if the spilled substance is not hazardous. If it is hazardous call Agricultural Operations, 559-278-2011 or Fresno State Police Department, 559-278-8400. Pick up litter. Don't let tripping hazards exist. Install cables and extension cords so they don't trip you.

### Fire Safety

It's up to you to keep your living areas safe and prevent fire hazards.

1. Always use a surge protector when plugging in multiple cords, especially computers or laptops.
2. Use caution when cooking or utilizing the kitchen.
3. Firefighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the position of firefighting equipment.
4. Know where your primary exist route is, and what alternative emergency routes are available. Always use the closest emergency door to exit when evacuating the building.
5. Make sure flammable liquids and vapors are not exposed to ignition sources. All flammable liquids must be dispensed from and transported in approved containers. Glass containers are expressly forbidden.
6. Report all fires, no matter how small to the Fresno State Police Department – 559.278-8400.
7. Immediate response to small fires is essential. If a fire occurs, the first consideration must be the safety of personnel. All employees must be evacuated in the immediate area before attention can be given to the saving of property. Notify your Supervisor and the University Police as soon as possible.

8. Learn how to use the extinguisher in your area (frequently read the instructions label on extinguisher) and know where they are located. If you are not sure, ask Ag Operations.

### **First Aid and Medical**

Report all accidents and injuries to your supervisor regardless of whether anyone is injured and take steps to correct the factors that contribute to the accident. If you injure yourself in any way, seek first aid treatment. Seek treatment for all injuries, even small cuts, scratches or burns to prevent infection and need for further medical care. An accident report must be completed by your supervisor even if you do not require medical care. For assistance, contact the Fresno State Police Department, 559-278-8400.