Annual Fire Safety Report, August 2024

(for calendar year 2023)

1.0 INTRODUCTION

Federal law requires all institutions of higher education that maintain any on-campus housing facility to prepare, publish, and distribute an Annual Fire Safety Report. This report contains the California State University San Marcos (CSUSM) annual fire safety report including a statistical record of reported fire related incidents for the past three calendar years as well as information about campus fire safety policies, procedures, and practices intended to promote fire safety.

This report complies with current federal law at (1) United States Code, Title 20, Section 1092(i), and (2) US Code of Federal Regulations, Title 34, Chapter IV, Section 668.49. To view the CSUSM Annual Security Report (ASR) pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. § 1092) please visit: https://www.csusm.edu/clery/annualreports.html.

2.0 CAMPUS FIRE SAFETY

CSUSM maintains a comprehensive fire safety program that involves regular inspections, drills, and enforcement of state law and fire safety rules and regulations for on-campus housing.

On-campus student housing encompasses four housing complexes: (1) University Village Apartments (UVA), located at the northeast corner of Campus View Drive and Campus Way, (2) The Quad Apartments, located on the north side of Barham Drive at the intersection of Campus Way, (3) North Commons, located on Barham Drive, south of the QUAD and the Extended Learning Building, and (4) Block C Apartments located along Campus Way at the corner of Campus Way and North City Drive.

2.1 On-Campus Student Housing Fire Safety Systems

All complexes are equipped with a fire sprinkler system, pull alarms, and smoke and heat detectors. Each residential apartment or residence hall room contains heat and smoke detectors and sprinklers. North Commons is equipped with smoke curtains at each elevator and the central stairwell. The Quad includes a smoke curtain at one elevator.

All fire safety alarms/activations within the UVA are monitored by the University Police Department (UPD) Communications Center. A private service provider monitors fire alarm activations for North Commons, the Quad Apartments, and Block C Apartments. In the case of an actual fire, firefighting responsibilities are within the jurisdiction of the San Marcos Fire Department.

Location/Facility	Fire Alarm Monitoring Done by University Police Department	* Full Sprinkler System	Smoke/heat Detectors	Fire Extinguisher Equipment	Elevator Smoke Curtain	Evacuation Plan	Evacuation Drills conducted in calendar year 2023
University Village Apts. 305 Campus View Dr.	✓	✓	✓	✓	-	✓	2/1/23 9/7/23
QUAD Apartments 200 Barham Dr.	Monitored by private provider	✓	✓	✓	Partial	✓	2/1/23 9/7/23
North Commons 190 Barham Dr.	Monitored by private provider	✓	✓	✓	✓	✓	2/1/23 9/7/23
Block C Apartments 215 Campus Way 250 North City Dr.	Monitored by private provider	✓	✓	✓	-	✓	N/A

* Full sprinkler system is defined as having sprinklers in both individual rooms and common areas.

2.2 Planned Improvements or Upgrades

In 2024, a replacement of sprinklers is planned for the University Village Apartments.

2.3 On-Campus Fire Inspections

Fire safety policies at CSUSM are designed and intended to prevent death, injuries, and/or damage to property. To this end, a fire inspection of each on-campus apartment is conducted monthly by student housing staff to ensure that residents are in compliance with published on-campus residential fire safety rules and regulations. Twice each year, all detection and prevention equipment such as smoke detectors, heat detectors, pull stations, fire extinguishers, emergency lighting, and backflow preventers are professionally inspected and tested to ensure that each is serviceable and fully operable by a locally operated and properly licensed vendor. The State of California Fire Marshal periodically conducts inspections of campus buildings including campus residential housing areas.

With an enhanced focus on the student residential areas, the CSUSM general fire safety plan is always evolving in order to improve our existing fire safety systems and methods to safely evacuate campus buildings.

2.4 Student Housing Fire Evacuations

Any member of the student housing community who observes a fire should activate a fire alarm and evacuate to a safe location. All fire incidents must be immediately reported to the UPD, even if the fires have been extinguished.

1. All members of the student housing community should familiarize themselves with the buildings, fire alarm pull stations, fire extinguishers, hallways, stairwells, and exits within the student housing community.
2. Residents should preplan an escape route(s) in anticipation of a possible fire.
3. Residents should know and recognize the alarms that signal a building evacuation.
4. In the event of a reported fire, residents should never enter a room if it is smoke filled or if the door is warm to the touch. Use caution; feel the door with the back of your hand before entering or exiting. If it is cool, exit the room/apartment, close the door, evacuate the building, and proceed to the evacuation area.
5. If the exit door is hot, don't open it. If possible, fill any cracks with wet towels, signal from your room by hanging a sheet out your window, and wait to be rescued.
6. If you are able to leave, close your door behind you to limit the spread of smoke, heat, and flames.
7. If smoke is present in the hallways, lie down and crawl to safety; the freshest air will be near the floor. Exit through the nearest door or stairwell. After you have exited, proceed to the evacuation area and await further instructions.
8. Once in the evacuation area, find a Resident Advisor (RA) or a housing staff member and check in with them. Notify a staff member or firefighter if someone in your apartment cannot be accounted for.
9. For safety's sake, always let your roommate know where you are, a practice commonly known as the "buddy system."
10. **You are required by law to evacuate the building when the alarm sounds.** Do not attempt to re-enter the building until you are instructed to do so by the proper authority. The fire department will give an "all clear" instruction when it is safe to re-enter the building.
11. Individuals with disabilities that may impact their ability to evacuate in an emergency should notify CSUSM Housing and Disability Support Services so that advance plans can be discussed. Residents with disabilities are registered with CSUSM Disability Support Services and appropriate equipment is purchased for adaptive fire alarms, strobes, or other suitable equipment for blind, deaf, or hard of hearing residents. If a student is unable to evacuate using the stairs, each property has a med sled in the front office.

2.5 Reporting a Fire

All fires shall be reported to the University Police Department (UPD).

1. To report an active fire or other emergency, evacuate and call 911; or,
    a. Use any one of the (45) Blue Light Emergency call-boxes strategically located around campus and parking lots.
    b. Use the emergency intercom system found in most elevators.
2. To report a fire that occurred in the past dial (760) 750-4567.
3. Off-campus calls for emergency assistance should be directed to the appropriate local emergency services agency.

    Remember:

    - **Always be ready to provide your name, telephone number, and location**
    - **Calmly describe the fire or other emergency**
    - **Do not hang up; allow the dispatcher to ask questions before ending the call**

2.6 Fire Evacuation Drills

Student housing conducts two mandatory fire evacuation drills per calendar year. Both fire drills occur within 10 business days of the start of the fall and spring semesters. Fire evacuation drills are supervised by student housing staff and monitored by personnel from Emergency Management and/or UPD. The San Marcos Fire Department will always be notified before any fire drill exercise. Student housing staff are also responsible for conducting periodic fire safety instruction sessions with residents during the academic year.

For the safety of all student residents, all building evacuations are considered genuine emergencies, and residents will be instructed to take all necessary precautions and follow all evacuation instructions from student housing staff, UPD, and San Marcos Fire Department personnel.

Residents are encouraged to read and follow all policies, rules, and regulations regarding fire alarms, evacuations, assembly locations, and the accounting of roommates and neighbors.

2.7 Student Housing Policies: Open Flames and Smoking Policies

1. The burning of any material, incense, candles, oil lamps or open flame is prohibited. An exception may be made for the purpose of sincere religious or spiritual observance following an approved written request, and when the Executive Director of Housing and Residential Education or Director of Residential Education has granted prior approval.
2. Intentionally or negligently starting or causing a fire, explosion, or release of gas, fumes or smoke is prohibited.
3. Smoking is strictly prohibited in all apartments, student rooms, hallways, and meeting rooms.
4. The smell of smoke (any kind) will cause student-housing staff to enter the apartment in order to check on the safety of the residents inside. *Note: Tampering with any fire safety equipment is a violation of state law.*

2.8 Student Housing Policies: Electrical Appliances and Devices

1. Space heaters, hot plates and other heat producing electrical and/or propane devices are prohibited inside any student housing building.
2. All electrical devices (electric shavers, tooth brushes, hair dryers, hair curling irons, carving knives, toasters, toaster ovens, televisions, radios, computers, chargers, modems, surge-protectors, and electrical extension cords, etc.) used in an apartment shall be in good working condition with no signs of damage. Note: Extension cords must only be used in accordance with the manufacturer's instructions.
3. Personal Micromobility Devices (PMDs) such as e-bikes, scooters, skateboards, roller/in-line skates, and/or other similar battery powered devices must meet the recognized consumer product safety standard for the type of PMD and have a label on the PMD that indicates this. For e-bikes, the standards are UL 2849 or EN 15194. For scooters, the standards are UL 2272 or EN 17128.

   When charging a PMD, plug the charger directly into a wall outlet or a power strip with a built-in surge protector (do not use an extension cord).
   a. Keep the PMD, batteries, and charger away from fabric, paper, or other items that could easily catch fire.
   b. Do not charge the PMD near or obstructing any exit from the room. Cords must not cross the path of any doorway.
   c. Do not charge the PMD when sleeping or away from the unit (so that you can unplug the device and respond if any fire is started by the charging process).
   d. Stop charging and discontinue use of the PMD if you observe;
      i. Any odor or odd noise from the batteries or charger.
      ii. Any change in color or shape of the batteries or charger.
      iii. Any leak from the batteries.
      iv. Any contact by liquids with the batteries or charger.

   Do not engage in repair or maintenance activities related to batteries or motors inside the building.

2.9 Student Housing Fire Safety Rules and Regulations

1. The possession of any type of explosive device, fireworks, combustible decorations, chemicals, ammunition, gasoline or any other similar highly flammable substance is prohibited. Note: A violation of this policy may result in criminal prosecution.
2. Tampering with or deactivating fire safety detection equipment including fire alarms, smoke and heat detectors is a violation of state law. Residents are responsible for the actions of their visitors or guests.

   Smoke and heat detectors in the student resident apartments are sensitive. When taking a shower, close the bathroom door to ensure the steam does not affect the detector. When cooking, be sure to use the fan above the stove. Never hang anything from the sprinklers, smoke or heat detectors.

   If a detector makes a beeping sound it means the battery is low. Complete a work order as soon as possible to have the battery replaced. Anytime a smoke detector alarm sounds, you should respond as if it were an EMERGENCY.

3. Tampering with or activating an alarm in a non-emergency situation or using a prohibited cooking or other device that can cause activation of the fire alarm system is **prohibited**. Residents are responsible for the actions of their visitors or guests.
4. Hookahs are not permitted inside the student housing areas for any reason. A violation of this policy will result in the item being removed from property and could result in a referral to Student Conduct.
5. **False alarms do happen!** The smoke detectors can be set off by dust, an insect/animal or just may need routine cleaning. Opening the front door and windows (to allow fresh air into the apartment) may stop the false alarm, but you should treat all alarms as if they are legitimate.

2.10 Housing Fire Log

The UPD maintains a daily activity log utilizing a system called the Record Information Management System (RIMS), which compiles and maintains a record of all crimes and fires reported to the UPD which have occurred on University property or in student housing. The Housing Fire Log is maintained by the Executive Director of Housing and Residential Education and is updated monthly or as fires occur in on-campus housing. The fire log reflects the time and date the fire was reported, the location and nature of the fire along with a disposition. At minimum, the most recent 60-day reporting period is available for public inspection through online publication on the CSUSM Housing Website here:

https://www.csusm.edu/housing/daily_fire_log.pdf

Older information will be made available within 2 business days if requested. However, as per the CSUSM Police Department, information regarding the fire log may be withheld if the release of such information would jeopardize the safety of an individual or an ongoing investigation.

2.11 Fire Safety Training

All Residential Education employees, including Resident Advisors (student staff) and Resident Directors (professional staff), who serve in an emergency response role are trained in fire safety by the Safety, Health, & Sustainability Office. These staff members are trained in fire prevention techniques, leading a safe and efficient evacuation, and use of fire extinguishers before the start of each academic year. All Facilities and Operations staff members receive evacuation training twice a year and online fire safety training when hired.

Residents are briefed on fire safety and evacuation procedures during move-in meetings. At least one fire safety education program is provided to resident students each fall and spring semester.

3.0 CAMPUS FIRE STATISTICS

The annual fire safety statistics reported below (section 3.2) contain fire statistics compiled from the 2023 calendar year and the two previous calendar years for on-campus student housing facilities.

3.1 Definition of a Fire

For the purposes of fire safety reporting, the *Higher Education Act* (HEA) defines a **fire** as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

This definition contains two (2) descriptions of fire:

1. Any instance of open flame or other burning in a place not intended to contain the burning. Examples include:
    - Trash can fire
    - Oven or microwave fire
    - Burning oven mitt on a stove
    - Grease fire on a stovetop
    - Flame coming from electric extension cord
    - Burning wall hanging or poster
    - Fire in an overheated bathroom vent fan
    - Couch that is burning without any flame evident
2. Any instance of open flame or other burning in an uncontrolled manner. Examples include:
    - Chimney fire
    - Gas stove fire
    - Fuel burner or boiler fire

3.2 On-campus Student Housing – Fire Statistics

Location/Facility	2021 Fires	* Related Injuries	Related Deaths	Value of Loss	Cause of Fire Unintentional	Intentional	Undetermined
University Village Apts. 305 Campus View Dr.	0	0	0	0	-	-	-
QUAD Apartments 200 Barham Dr.	0	0	0	0	-	-	-

Location/Facility	2022 Fires	* Related Injuries	Related Deaths	Value of Loss	Cause of Fire Unintentional	Intentional	Undetermined
University Village Apts. 305 Campus View Dr.	0	0	0	0	-	-	-
QUAD Apartments 200 Barham Dr.	1	0	0	0	Cooking Fire	-	-
North Commons 190 Barham Dr.	0	0	0	0	-	-	-

Location/Facility	2023 Fires	* Related Injuries	Related Deaths	Value of Loss	Cause of Fire Unintentional	Intentional	Undetermined
University Village Apts. 305 Campus View Dr.	1	0	0	$1,151.45	Plastic item left on stovetop	-	-
QUAD Apartments 200 Barham Dr.	0	0	0	-	-	-	-
North Commons 190 Barham Dr.	1	0	0	$0	-	Firework thrown into room	-
Block C Apartments 215 Campus Way 250 North City Dr.	0	0	0	-	-	-	-

* Injuries that resulted in treatment at a medical facility.