

## **2019 Annual Fire Safety Report for Student Housing California State University, Northridge (CSUN)**

### **SECTION 1: FIRE SAFETY AND TRAINING PROGRAMS:**

CSUN has a Building and Floor Marshal program which is comprised of staff and faculty volunteers who are trained in emergency response and evacuation procedures. Each major building on campus has a Building and Floor Marshal team and these volunteers assist the building occupants in specific event response procedures, i.e. earthquake response, fire response, etc. and in the evacuation of the premises in an emergency.

In the residence halls, all Resident Advisors (RAs) and professional staff are trained on proper fire evacuation and emergency procedures by the CSUN Department of Police Services Emergency Manager at the beginning of each academic year. The Los Angeles Fire Department in collaboration with CSUN's Department of Environmental Health and Safety conduct fire suppression training with the RAs utilizing fire extinguishers and a controlled fire burn or by using the Los Angeles Fire Department's BulLEX Fire Training Tool. At the beginning of each semester RA's conduct mandatory floor meetings where proper fire evacuation procedures are discussed with the residents. 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.

### **SECTION 2: FIRE RESPONSE AND EVACUATION PROCEDURES FOR FACULTY, STAFF AND STUDENTS:**

At CSUN, a pamphlet entitled *Emergency Operations Desk Reference* has been developed for faculty, staff and students. The desk reference provides a quick guide for what to do during some of the most common or likely emergency situations that might occur on a university campus. These include medical emergency, fire/explosion, hazardous materials, bomb threat or suspicious object, evacuations and earthquake. Also provided is general information on emergency preparedness and staff responsibilities, as well as emergency phone numbers and where to get more information in the event of an emergency.

The following procedures for fire response and for evacuations are communicated to faculty, staff and students via the Emergency Operations Desk Reference and on Emergency Procedures posters found in offices and classrooms.

A. If you discover fire or see smoke:

Gather the following information and call the CSUN Department of Police Services at 911 from a campus phone or 818-677-2111 from a cell phone, or directly from a Blue Light emergency phone. The Department of Police Services will initiate a response as the department has a direct line to the Los Angeles Fire Department's Communication Center and can summon the fire department quickly through this communication link. 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, 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)

C. For large fires, 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.**

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

- Call the CSUN Department of Police Services (911 from campus phone; 818-677-2111 from cell phone).
- Tell them your location and that you need Fire Department assistance to get out.
- Stay near a window and close to the floor.
- If possible, signal for help.

If a member of the University Community finds evidence of a fire that has been extinguished, and the person is not sure whether CSUN Department of Police Services has already responded, the community member should immediately notify the CSUN Department of Police Services at 818-677-2111 to investigate and document the incident.

### **SECTION 3: EMERGENCY EVACUATION PROCEDURES:**

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate the building immediately upon hearing a fire alarm in a facility. Building evacuations will occur when a fire alarm is sounded or upon notification by a Department of Police Services Police Officer or by a floor or building marshal. When a signal to evacuate the building is sounded:

- If readily available, take your personal belongings with you.
- Walk quickly to the nearest marked exit stairwell.
- Do **not** use the elevators.
- Assist people with disabilities or special needs in exiting the building.
- Once outside the building, move to your designated evacuation area.
- Stay at least 100 feet away from any affected buildings or structures.
- Keep streets and walkways clear for emergency vehicles and personnel.
- **DO NOT return to an evacuated building** unless directed to do so by a Department of Police Services Police Officer or by a building or floor marshal.

***Under no circumstance should any member of the university community unilaterally decide to ignore a fire alarm, fire drill, or a request for evacuation.***

University faculty, staff and students should familiarize themselves with the exits of each building.

#### **SECTION 4: EMERGENCY EVACUATION DRILLS:**

Evacuation drills are coordinated by the CSUN Assistant Director of Residential Life in Student Housing in collaboration with the CSUN Department of Police Services Emergency Manager each fall for all residential facilities on the campus. The emergency response and evacuation procedures are tested at least once each year. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. 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, and corrective action reports which are designed for assessment and evaluation of emergency plans and capabilities are completed after each drill.

#### **SECTION 5: STUDENT HOUSING POLICIES:**

The CSUN Student Housing policies that relate to portable electrical appliances, smoking, and open flames in a student housing facility are as follows. The following constitutes a list of violations that could result in judicial action and/or prosecution and/or fines:

##### **I. Fire Hazards and Safety**

- a. Tampering or damaging fire equipment or intentionally misusing fire alarms, smoke detectors, fire sprinklers, fire extinguishers, emergency exit signs or pulling the fire alarm when the cause is unrelated to notification of a fire.
- b. Intentionally or negligently causing and/or creating a fire, explosion or release of poisonous gas or any fumes that cause an alarm to sound.
- c. Failure to evacuate a building immediately following the sounding of an alarm, unless otherwise instructed by Student Housing staff, fire-safety or other emergency response personnel.
- d. Possessing or storing gasoline, fireworks and/or combustible decorations and chemicals.
- e. Storing fuel-driven engines including motorcycles, mopeds, etc. in residential housing.
- f. Open flames (including candles and incense), combustible decorations and chemicals, deep fat fryers, electric fry pans, space heaters and halogen lamps are prohibited (including on balconies).
- g. Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).
- h. Grills –BBQ Grills cannot be operated anywhere but on balconies. Propane grills are prohibited. Charcoal grills are the only acceptable grill. Lighter fluid is also prohibited. Only self-starting charcoal is permitted.
- i. (Apartments with kitchens) Using toasters or other cooking devices in areas outside of the kitchen.
- j. (Apartments without kitchens) Using cooking devices outside of the designated area from the living room.

## **SECTION 6: CAMPUS POLICY ON SMOKING and USE OF TOBACCO (#350-60):**

California State University, Northridge policy #350-60 states: "It is the policy of California State University, Northridge, so as to promote the health, wellbeing, and safety of our employees, students, and visitors, to establish a smoke and tobacco-free environment and to encourage non-smoking and tobacco-free lifestyles."

Smoking and the use of tobacco are prohibited in all areas of campus, including parking lots and structures. Smoking and the use of tobacco products are also prohibited in leased spaces, including space within buildings shared with other agencies, as well as on-campus residences. Additionally, smoking and the use of tobacco products are prohibited in state/university owned vehicles. Smoke-and tobacco-free, as defined in this policy, prohibits the use of cigarettes, cigars, pipes (including hookah), electronic smoking devices such as e-cigarettes, and smokeless tobacco products and nicotine delivery systems, including but not limited to chewing tobacco, snuff, and SNUS. "Tobacco Product" does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence. Four designated smoking areas within the University Park Apartment complex have been approved by the University President for one year during the implementation phase of the new smoking policy.

### **BACKGROUND:**

Executive Order W-42-93, signed by the Governor on February 19, 1993, banned smoking in state-owned buildings and leased spaces. Consistent with this order, Assembly Bill 291, signed by the Governor on October 11, 1993, extended this smoking prohibition to include all state-owned vehicles and mobile equipment. On September 8, 2003, the Governor signed Assembly Bill 846 that extended the outdoor distance restriction. CSUN Policy No. 350-50, "University Policy on Smoking" effective 11/20/03 was written to be consistent with these mandates. The new Policy No.350-60 supersedes the November 2003 policy, and may be amended if new guidelines are provided by the CSU Chancellor's Office.

### **RESPONSIBILITIES:**

1. The Office of Human Resources and the Klotz Student Health Center shall maintain and enhance vigorous, on-going, and well-publicized programs to assist faculty, staff, and students who wish assistance in overcoming their dependency on tobacco/nicotine. An expanded list of community resources shall be made available to any requester.
2. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of every member of the University community. Deans, directors, department chairs, and heads of other administrative units shall periodically review and assess the implementation of this policy in their respective areas to ensure compliance.
3. This policy shall be included in the University Catalog, appropriate University contracts, recruitment information for new employees, orientation programs for students and employees, and other informational publications. Campus visitors shall be informed of the policy through appropriate University signage and through informational campaigns.

## POLICY ADMINISTRATION & ENFORCEMENT:

1. Peer to peer education will be the primary means to promote compliance. The Klotz Student Health Center Health Promotion Department will work with entities across campus to coordinate and support education and outreach programs promoting smoking cessation, smoking cessation resources, and the benefits of a smoke- and tobacco-free environment.
2. Deans, directors, department chairs, and heads of other administrative units are responsible for the administration of this policy in their respective areas. This includes periodic notification about the policy, intervention and education with those who violate the policy and determination of the actions to be taken when conflicts arise. Problems should be brought to the attention of the appropriate supervisor and handled through the existing administrative structure.
3. If policy compliance is still a challenge after extensive campus education and outreach, the University reserves the right to institute fines for infractions as allowed by AB 795. In these instances, the Department of Police Services may be contacted for assistance with enforcement.
4. If persistent violations exist, or if an individual has failed to adhere to the policy, has been warned, and continues to violate the policy, such concerns shall be reported to the Office of Human Resources for employees and to the Office of Student Affairs for students.
5. The Campus Licensing Office, the University Student Union, The Office of Student Housing, and other campus entities that contract for the use of campus facilities or routinely invite visitors to the campus are responsible for ensuring that the University Smoke- and Tobacco-Free Policy is communicated.
6. Environmental Health and Safety and the Office of Human Resources are available to assist with policy interpretation and to ensure consistent application.
7. This policy will be re-evaluated annually and may be amended based on input from the Chancellor's Office and/or the Smoke- and Tobacco-Free Steering Committee or as may otherwise be deemed appropriate.

**SECTION 7: STUDENT HOUSING FIRE SAFETY SYSTEMS:**

A majority of University buildings are equipped with automatic fire detection and alarm systems which are constantly monitored by the CSUN Department of Police Services. Refer to the Chart below to review the Fire Safety Amenities in the CSUN student housing facilities for information about fire detection, notification, and suppressions systems in each residential housing facility. Currently CSUN does not have the need or future plans to improve fire safety systems.

<b>Student Housing Facilities</b>	<b>Fire Alarm Monitoring Done On Site</b>	<b>Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Evacuation Plan &amp; Placards</b>	<b>Number of Evac (Fire) Drills Each Academic Year</b>
University Park 1	X	X	X	X	X	2
University Park 2	X	X	X	X	X	2
University Park 3	X	X	X	X	X	2
University Park 4	X	X	X	X	X	2
University Park 5	X	X	X	X	X	2
University Park 6	X	X	X	X	X	2
University Park 7	X	X	X	X	X	2
University Park 8	X	X	X	X	X	2
University Park 9	X	X	X	X	X	2
University Park 10	X	X	X	X	X	2
University Park 11	X	X	X	X	X	2
University Park 12	X	X	X	X	X	2
University Park 13	X	X	X	X	X	2
University Park 14	X	X	X	X	X	2
University Park 15	X	X	X	X	X	2
University Park 16	X	X	X	X	X	2
University Park 17	X	X	X	X	X	2
University Park 18	X	X	X	X	X	2
University Park 19	X	X	X	X	X	2
University Park 20	X	X	X	X	X	2
University Park 21	X	X	X	X	X	2
University Village A			X	X	X	2
University Village B			X	X	X	2
University Village C			X	X	X	2
University Village D			X	X	X	2
University Village E			X	X	X	2
University Village F			X	X	X	2
University Village G			X	X	X	2
University Village H			X	X	X	2
University Village I			X	X	X	2
University Village J			X	X	X	2
University Village K			X	X	X	2

**2016 STUDENT HOUSING FIRE STATISTICS:**

**California State University, Northridge  
Fire Statistics and Information  
01/01/2016 -12/31/2016**

Date Occurred	Time	Crime Report Number(s)	Location	Cause	Value of Property Lost	Injuries
0	0	0	University Park 1	0		0
3/18/16	10:04 p.m.	1603180048	University Park 2	Cooking chicken caused grease fire	0	0
0	0	0	University Park 3	0	0	0
0	0	0	University Park 4	0	0	0
0	0	0	University Park 5	0	0	0
0	0	0	University Park 6	0	0	0
0	0	0	University Park 7	0	0	0
0	0	0	University Park 8	0	0	0
0	0	0	University Park 9	0	0	0
0	0	0	University Park 10	0	0	0
0	0	0	University Park 11	0	0	0
0	0	0	University Park 12	0	0	0
0	0	0	University Park 13	0	0	0
0	0	0	University Park 14	0	0	0
0	0	0	University Park 15	0	0	0
0	0	0	University Park 16	0	0	0
0	0	0	University Park 17	0	0	0
0	0	0	University Park 18	0	0	0
5/2/16	8:36 p.m.	1605020065	University Park 19	Unattended candle caused blanket to smolder	0	0
0	0	0	University Park 20	0	0	0
0	0	0	University Park 21	0	0	0
12/18/16	2 p.m.	1612210014	University Village A	BBQ on second floor balcony caught fire	\$1,477	0
0	0	0	University Village B	0	0	0
0	0	0	University Village C	0	0	0
0	0	0	University Village D	0	0	0
0	0	0	University Village E	0	0	0
0	0	0	University Village F	0	0	0
0	0	0	University Village G	0	0	0
0	0	0	University Village H	0	0	0
0	0	0	University Village I	0	0	0
0	0	0	University Village J	0	0	0
0	0	0	University Village K	0	0	0

**2017 STUDENT HOUSING FIRE STATISTICS**

**California State University, Northridge  
Fire Statistics and Information  
01/01/2017 -12/31/2017**

Date Occurred	Time	Crime Report Number(s)	Location	Cause	Value of Property Lost	Injuries
1/12/17	3:40 p.m.	0	University Park 1	Cooking with oil	0	0
0	0	0	University Park 2	0	0	0
0	0	0	University Park 3	0	0	0
0	0	0	University Park 4	0	0	0
0	0	0	University Park 5	0	0	0
0	0	0	University Park 6	0	0	0
0	0	0	University Park 7	0	0	0
1//22/17	12:50 a.m.	0	University Park 8	Burnt food	0	0
0	0	0	University Park 9	0	0	0
0	0	0	University Park 10	0	0	0
0	0	0	University Park 11	0	0	0
0	0	0	University Park 12	0	0	0
0	0	0	University Park 13	0	0	0
0	0	0	University Park 14	0	0	0
0	0	0	University Park 15	0	0	0
0	0	0	University Park 16	0	0	0
0	0	0	University Park 17	0	0	0
0	0	0	University Park 18	0	0	0
0	0	0	University Park 19	0	0	0
0	0	0	University Park 20	0	0	0
0	0	0	University Park 21	0	0	0
0	0	0	University Village A	0	0	0
0	0	0	University Village B	0	0	0
0	0	0	University Village C	0	0	0
0	0	0	University Village D	0	0	0
0	0	0	University Village E	0	0	0
0	0	0	University Village F	0	0	0
0	0	0	University Village G	0	0	0
0	0	0	University Village H	0	0	0
0	0	0	University Village I	0	0	0
0	0	0	University Village J	0	0	0
0	0	0	University Village K	0	0	0



**2018 STUDENT HOUSING FIRE STATISTICS**

**California State University, Northridge  
Fire Statistics and Information  
01/01/2018 -12/31/2018**

Date Occurred	Time	Crime Report Number(s)	Location	Cause	Value of Property Lost	Injuries
0	0	0	University Park 1	0	0	0
0	0	0	University Park 2	0	0	0
0	0	0	University Park 3	0	0	0
0	0	0	University Park 4	0	0	0
0	0	0	University Park 5	0	0	0
0	0	0	University Park 6	0	0	0
0	0	0	University Park 7	0	0	0
0	0	0	University Park 8	0	0	0
0	0	0	University Park 9	0	0	0
0	0	0	University Park 10	0	0	0
0	0	0	University Park 11	0	0	0
0	0	0	University Park 12	0	0	0
0	0	0	University Park 13	0	0	0
0	0	0	University Park 14	0	0	0
3/24/2018	5:27 p.m.	180420	University Park 15	Burnt Food	0	0
0	0	0	University Park 16	0	0	0
0	0	0	University Park 17	0	0	0
0	0	0	University Park 18	0	0	0
0	0	0	University Park 19	0	0	0
0	0	0	University Park 20	0	0	0
0	0	0	University Park 21	0	0	0
0	0	0	University Village A	0	0	0
0	0	0	University Village B	0	0	0
0	0	0	University Village C	0	0	0
0	0	0	University Village D	0	0	0
0	0	0	University Village E	0	0	0
0	0	0	University Village F	0	0	0
0	0	0	University Village G	0	0	0
0	0	0	University Village H	0	0	0
0	0	0	University Village I	0	0	0
0	0	0	University Village J	0	0	0
0	0	0	University Village K	0	0	0

**DAILY FIRE LOG:** CSUN maintains a publicly viewable Daily Fire Log which is at the bottom of the Daily Crime Log and available at: <http://www.csun.edu/police/daily-crime-log>

**Clery Act Annual Security Report**

The 2019 Clery Annual Security Report is available at the following link:  
<https://www.csun.edu/sites/default/files/clery-report.pdf>