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THE CAMPUS FIRE SAFETY REPORT RIGHT TO KNOW ACT

In compliance with the Campus Fire Safety Right-To-Know Act, 2008, the university's Annual Fire Safety Report includes on-campus student housing fire statistics; a description of fire safety systems; the number of fire drills; procedures for housing evacuation; fire safety education programs; any planned improvements in fire safety; and policies and rules on appliance use, smoking, and open flames in student housing.

DESCRIPTION OF ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>On Campus Housing Fire Safety Systems</th>
<th>Maritime North Residence Hall</th>
<th>McAllister Residence Hall</th>
<th>Upper Residence Hall</th>
<th>Lower Residence Hall</th>
<th>Training Ship Golden Bear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire alarm monitoring system</td>
<td>X*</td>
<td>X*</td>
<td>X*</td>
<td>X*</td>
<td>X**</td>
</tr>
<tr>
<td>Local smoke detectors</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Emergency battery-powered lights</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Magnetic fire screen doors and trip switch</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>X</td>
</tr>
<tr>
<td>Interior stairwells (egress)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Exterior stairwells (egress)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Exterior ladders (fire escape)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fire stations (to charge fire hoses)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>X</td>
</tr>
<tr>
<td>Fire hoses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sprinkler system</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Fire extinguisher devices</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fire alarm pull stations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Audible alarm</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* Fire alarm systems monitoring for Residence Halls are monitored by an offsite contractor.
** Fire alarm systems monitoring for the Training Ship Golden Bear are the following:
  1. Pyrotronics system: This onsite system utilizes smoke, heat and infrared sensors to monitor the engine room.
  2. Warmold system: This onsite system monitors all living quarters and passageways from quarter deck down to gym.

FIRE EVACUATION DRILLS 2018

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Date</th>
<th>Location</th>
<th>Type of Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Spring</td>
<td>1.19.18</td>
<td>McAllister Residence Hall</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>1.18.18</td>
<td>Lower Residence Hall</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>1.18.18</td>
<td>Upper Residence Hall</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>1.18.18</td>
<td>Training Ship Golden Bear</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td>2018 Fall</td>
<td>8.27.18</td>
<td>Maritime North</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>8.27.18</td>
<td>McAllister Residence Hall</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>8.27.18</td>
<td>Lower Residence Hall</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>8.28.18</td>
<td>Upper Residence Hall</td>
<td>Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>9.17.18*</td>
<td>Training Ship Golden Bear</td>
<td>Evacuation Drill</td>
</tr>
</tbody>
</table>

*Ship returned from dry dock after the start of the semester.


**Evacuation**

All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited. (20-50 demerits to suspension/dismissal).

**Fire Reporting & Equipment**

Falsely reporting a fire, tampering with or misuse of any fire or reporting equipment (e.g. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, “EXIT” signs, etc.) is prohibited. (20-50 demerits to suspension/dismissal).

**Egress**

Disabling, opening, damaging or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation). All hallways, exits, stairwells, doorway or area that may be deemed an “egress” (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may or have a potential to limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened. (20-50 demerits to suspension/dismissal).

**Combustibles**

Possessing or storing gasoline, fireworks, combustible chemicals and/or fuel-driven engines/appliances (e.g. motorcycles, mopeds, gas/propane grills, etc.) within residential housing apartments, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing facilities is prohibited. (20-50 demerits to suspension/dismissal).

**Open Flames (Candles)**

Candles, incense and/or any type of open flame within residential housing apartments, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing is prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated. (20-50 demerits to suspension/dismissal).

**Heat Sources**

Open-coiled electric or heating appliances, including but not limited to, space heaters, lava lamps and sun lamps within student housing rooms, ledges or buildings are prohibited. Curling irons, glue guns, irons or any other “heat source” equipment must be attended to at all times. Leaving such equipment “on” unattended is a violation of this policy. (20-50 demerits)

**Lamps & Lights**

Halogen lamps and neon lights are prohibited. Open top lamps, regardless of lamp/bulb type, must have a metal screen fully covering light/heat source. (20-50 demerits to suspension/dismissal).

**Plugs & Extension Cords**

Extension cords, multi-plugs and plug-in air fresheners are not permitted under state fire marshal regulations. Power strips / surge protectors with UL rating are permitted. “Piggy-backing” power strip is not permitted. (20-50 demerits to suspension/dismissal).

**Cooking Equipment**

Cooking in residential hall rooms or ledges is prohibited. Cooking and/or cooking equipment such as toasters, are
permitted ONLY in student lounges. Barbecuing on ledges is prohibited. Barbecues/hibachis are not allowed to be stored in or around student rooms. Residents interested in barbecuing should use the Robert Hammaker Memorial BBQ area located on the waterfront. (20-50 demerits to suspension/dismissal).

**Appliances in Residence Hall Rooms**

Items that are not allowed in students’ rooms include, but are not limited to, hover boards, air conditioners, space heaters, hot plates, immersion heaters, George Foreman grills, hot pots and open-coil toasters. In general, any appliance that has an exposed heating surface or draws a large amount of energy is not permitted. Use of all other appliances; popcorn poppers, curling irons, coffee pots, etc. must be in a safe manner so as not to cause a health or fire hazard. (20-50 Demerits) All appliances and extension cords must be UL (Underwriters Laboratory) List- approved for the intended use.

Personally owned Mini-fridges and microwaves are not allowed. The university has supplied micro- fridges (small refrigerators with attached microwaves) for student use in Residence Halls. These must remain in the residence hall rooms at all times. Residents are encouraged to bring/use energy-efficient appliances while living on campus (e.g. appliances with the “energy star” label).

**No Smoking Policy**

Cal Maritime is a smoke/vape/tobacco free campus.

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**PROCEDURES FOR STUDENT HOUSING EVACUATION**

In the event of an emergency evacuation at residential housing facilities, students are to vacate their room and proceed to the nearest evacuation gathering area. Resident Hall Officers will respond and act as building Marshal’s and Monitors guiding residents to the nearest exits away from danger. Resident Hall Officers will use a methodical approach to evacuating each floor of each building involved. Once the building or area is clear a Resident Hall Officers will ensure that residents have evacuated to the gathering areas and are not blocking the path of emergency vehicles.

**POLICIES REGARDING FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

All on-campus residents receive fire safety training at the beginning of each semester. Training on fire and life safety is provided to Residence Life staff (i.e. Residence Hall Officers, Coordinators for Residence Life, and the Director of Housing & Residence Life).

Emergency evacuation drills are conducted semi-annually for residence halls and annually for campus-wide buildings in coordination with Cal Maritime Police Department. The Residence Life Staff coordinate the fire drills for the four traditional residence halls and Training Ship Golden Bear. Evacuation drills for the Training Ship Golden Bear also include University Police and the Ship’s Chief Mate (vessel security officer).

University employees receive fire evacuation and awareness training materials during their New Employee Orientation and may participate in at least one annual, announced or unannounced, emergency evacuation drill.

**REPORTING A FIRE**

All students and employees at Cal Maritime should call 9-1-1 to report all fires or fire related emergencies.

- If you see a fire or smell smoke, activate the nearest fire alarm, immediately call 9-1- 1 and/or University Policy 707-654-1111. You may also use the emergency blue light call boxes to contact the University Police.
- If the fire is small and you are trained, you may choose to use a fire extinguisher or a building fire hose to put it out provided ALL of the following conditions are met:
  1. The fire alarm has been activated
  2. All occupants have been evacuated
  3. If the fire is small (waste basket size) and has not spread
  4. You have the correct type of extinguisher
5. Your exit is clear and you can extinguish the fire with your back to the exit door
   • When you hear an alarm, walk to the nearest exit notifying others of the fire on your way out.
   • Go to an evacuation gathering area away from the building then wait for further instructions.
   • Immediately notify Police or Firefighters on the scene if you suspect someone may be trapped inside the building.

Once a fire has been extinguished all instances of fires should be reported to the Residence Life Office for inclusion in the annual statistics.

All fires shall be reported to:
   1. University Police Department
   2. Housing & Residence Life Coordinator
   3. Associate Dean of Student Engagement
   4. Director of Safety and Risk Management

EVACUATION PROCEDURES

University Police
The University Police Department is responsible for the overall campus evacuation procedure and serves as the focal point in any emergency for assistance and coordinating outside services as delineated in the Emergency Operations Plan.

The University Police Department serves as the recipient of the evacuation status of each individual building as reported by individual Building Marshals. They will direct assistance in search and rescue of outside services as required.

Facilities Services
Facilities Services associates are trained to respond during emergency situations and assist the University Police Department with security and communication at University perimeter entry/exit points. Associates may assist with the dissemination of printed information relating to an emergency, assist with facility maintenance needs, and provide ongoing support for recovery efforts.

Building Marshals
These individuals are responsible for obtaining the evacuation status of their buildings in terms of assistance needed, building status, or any other critical informational needs. Building Marshals station themselves in pre-assigned locations to obtain information from their Evacuation Monitors. As soon as the status of their evacuation is known they forward this information to the University Police Department. Their primary responsibility is the evacuation of people from their buildings and the reporting of this information to Public Safety. They are not responsible for active search and rescue or any form of building remediation.

Evacuation Monitors
These individuals are responsible for the timely and orderly evacuation of their buildings occupants. They direct occupants to the proper exit and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any assistance needs to the Building Marshal upon exiting. These individuals are not responsible for search and rescue or other related tasks, but serve to provide needed information to their Building Marshals.

Evacuation Procedures
The evacuation of campus buildings or the entire campus may be required due to emergency situations occurring on or near the campus. Campus emergency planning facilitates evacuations are conducted in a systematic, controlled, and planned manner.

The building evacuation plan for Cal Maritime consists of a partnership between the University Police, Facilities Services and individual volunteer building “Building Marshals” and “Evacuation Monitors”.

Specific Instructions to Building Occupants:
• Safely walk to the nearest exit and go to an evacuation gathering area away from the building then wait for further instructions.
• Stay out of the way of emergency personnel and vehicles and follow instructions.
• Immediately notify University Police or other emergency response personnel if you know of a disabled or injured person needing assistance.

**Campus-Wide Evacuation**
When it is necessary to completely evacuate the campus due to emergency conditions, a systematic and controlled approach will be used. When campus buildings are deemed safe for occupancy, personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Gathering area system will be used. Following the decision to order the evacuation of the Cal Maritime campus, the University President or his/her representative shall notify:

• The Chief of University Police or his/her representative of the need to evacuate.
• The University Communications Public Information Officer or their representative of the need for information broadcasts asking all persons to stay away from campus.

The University Police, with the assistance of the Building Marshals, Monitors and Facilities Associates, shall be responsible for coordinating the evacuation process. Where the campus has been ordered closed and no campus facility is under eminent danger the evacuation of the campus will take place with an appropriate amount of time between each area.

**Localized Evacuation**
In some situations, it may become necessary to evacuate one or more building on campus due to a localized emergency situation. When this occurs the University Police will coordinate the evacuation with the Building Marshals and Monitors. The decision to evacuate will be based on the totality of the circumstances and, whenever possible, following consultation with the President and ranking Dean or Facility Manager. When evacuations are due to an overriding concern for public safety it may not be possible to make such consultations. In those instances the appropriate Dean or Facility Manager will be notified of the evacuation as soon as is practical.

**Special Needs**
Wheelchair users or other disabled persons should prepare for emergencies, in advance, by instructing a University official or employee.

Move toward the nearest emergency exit.

When a wheelchair user and/or other disabled person reaches an obstruction, such as a staircase, they should request assistance from others in the area.

If assistance is not immediately available, the wheelchair users and/or other disabled person should stay visible in an exit corridor or on an outdoor landing. They should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle (provided free by the UPD) or have other means of attracting the attention of others.

**PLAN FOR FUTURE IMPROVEMENTS IN FIRE SAFETY**

Housing and Residence Life continues to schedule fire drills, integrating a fire safety information in rooms, during Welcome Week programming and through completion of the first drill within the first week of move in day. Representatives of the University Police Department participate in both the Welcome Week informational, as well as the first drill. Professional staff units with kitchens are provided additional cooking safety information. Additional information is provided to members of the community at their first floor meeting and the monthly Health and Wellness Room Inspections. Students found in violation of housing policy are referred to resident conduct.

The Cal Maritime also continues to comply with all laws in relation to fire sprinkler inspections, annual fire riser testing, and annual state fire marshal inspections making timely corrections as required.
## FIRE STATISTICS

### Fire Statistics for Calendar Years 2016 - 2018

#### McAllister Residence Hall

<table>
<thead>
<tr>
<th>Year/Date</th>
<th>Total Fires</th>
<th>Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Property Damage Value Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>2017</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>2018</td>
<td>0</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
</table>

#### Upper Residence Hall

<table>
<thead>
<tr>
<th>Year/Date</th>
<th>Total Fires</th>
<th>Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Property Damage Value Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>2017</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
</tbody>
</table>

#### Lower Residence Hall

<table>
<thead>
<tr>
<th>Year/Date</th>
<th>Total Fires</th>
<th>Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Property Damage Value Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Training Ship Golden Bear

<table>
<thead>
<tr>
<th>Year/Date</th>
<th>Total Fires</th>
<th>Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Property Damage Value Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
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<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
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<tr>
<td>2018</td>
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<td>N/A</td>
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## ANNUAL SECURITY REPORT

The 2019 Jeanne Clery Act Annual Security Report for the Main Campus can be located at: [https://www.csum.edu/c/document_library/get_file?uuid=a972cff8-712b-4313-a70c-a7ff4b17a6b&groupId=3866079](https://www.csum.edu/c/document_library/get_file?uuid=a972cff8-712b-4313-a70c-a7ff4b17a6b&groupId=3866079)

The 2019 Jeanne Clery Act Annual Security Report for the Training Ship Golden Bear can be located at [https://www.csum.edu/c/document_library/get_file?uuid=24562903-7d81-45a2-ac78-6ff1861599ea&groupId=3866079](https://www.csum.edu/c/document_library/get_file?uuid=24562903-7d81-45a2-ac78-6ff1861599ea&groupId=3866079)