

# 2020 ANNUAL FIRE SAFETY REPORT

FIRE STATISTICS 2017-2019



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## THE CAMPUS FIRE SAFETY REPORT RIGHT TO KNOW ACT

In compliance with the Campus Fire Safety Right-To-Know Act, 2007, 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

On Campus Housing Fire Safety Systems					
Type	McAllister Residence Hall	Upper Residence Hall	Lower Residence Hall	Maritime North	Training Ship Golden Bear
Fire alarm monitoring system	X Offsite*	X offsite*	X Offsite*	X Offsite*	X 2 onsite
Local smoke detectors	X	X	X	X	X
Emergency battery-powered lights	X	X	X	X	X
Magnetic fire screen doors and trip switch	N/A	X	N/A	N/A	X
Interior stairwells (egress)	X	X	N/A	N/A	X
Exterior stairwells (egress)	N/A	N/A	X	X	X
Exterior ladders (fire escape)	N/A	N/A	N/A	N/A	X
Fire stations (to charge fire hoses)	N/A	N/A	N/A	N/A	X
Fire hoses	X	X	X	X	X
Sprinkler system	X	N/A	N/A	X	
Fire extinguisher devices	X	X	X	X	X
Fire alarm pull stations	X	X	X	X	X
Audible alarm	X	X	X	X	X

\* Fire alarm systems monitoring for McAllister, Upper, Lower Residence, and Maritime North 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 2019

Year/Semester	Date	Location	Type of Exercise
2019 Spring	01.10.19	McAllister Residence Hall	Evacuation Drill
	01.10.19	Lower Residence Hall	Evacuation Drill
	01.15.19	Upper Residence Hall	Evacuation Drill
	01.15.19	Maritime North	Evacuation Drill
	01.15.19	Training Ship Golden Bear	Evacuation Drill
2019 Fall	08.26.19	McAllister Residence Hall	Evacuation Drill
	08.26.19	Lower Residence Hall	Evacuation Drill
	08.26.19	Upper Residence Hall	Evacuation Drill
	08.26.19	Maritime North	Evacuation Drill
	08.28.19	Training Ship Golden Bear	Evacuation Drill

## HOUSING POLICY

### 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 residential housing apartments, 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 in the New and Upper Residence Halls. 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 McAllister, Lower, and Upper 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.

## 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 Advisors will respond and act as building Marshal’s and Monitors guiding residents to the nearest exits away from danger. Resident Advisors will use a methodical approach to evacuating each floor of each building involved. Once the building or area is clear a Resident Advisor will ensure that residents have evacuated to the gathering areas and are not blocking the path of emergency vehicles.

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## 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, Living Learning Community Mentors, Coordinators for Residence Life, and the Director of Housing & Residential 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 three 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 Police 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 Residential Life Office for inclusion in the annual statistics.

All fires shall be reported to:

1. University Police Department
2. Housing & Residential 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 Residential 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 48 hours of move in day. Representatives of the University Police Department participate in both the Welcome Week informationals, as well as the first drill.



## FIRE STATISTICS

Fire Statistics for Calendar Years 2017 - 2019							
McAllister Residence Hall							
Year/Date	Total Fires	Time	Location	Cause of Fire	# of Injuries	# of Deaths	Property Damage Value Caused by Fire
2017	0	N/A	N/A	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A	N/A	N/A
2019	0	N/A	N/A	N/A	N/A	N/A	N/A
Upper Residence Hall							
Year/Date	Total Fires	Time	Location	Cause of Fire	# of Injuries	# of Deaths	Property Damage Value Caused by Fire
2017	0	N/A	N/A	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A	N/A	N/A
2019	0	N/A	N/A	N/A	N/A	N/A	N/A
Lower Residence Hall							
Year/Date	Total Fires	Time	Location	Cause of Fire	# of Injuries	# of Deaths	Property Damage Value Caused by Fire
2017	0	N/A	N/A	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A	N/A	N/A
2019	0	N/A	N/A	N/A	N/A	N/A	N/A
Maritime North							
Year/Date	Total Fires	Time	Location	Cause of Fire	# of Injuries	# of Deaths	Property Damage Value Caused by Fire
2018	0	N/A	N/A	N/A	N/A	N/A	N/A
2019	0	N/A	N/A	N/A	N/A	N/A	N/A
Training Ship Golden Bear							
Year/Date	Total Fires	Time	Location	Cause of Fire	# of Injuries	# of Deaths	Property Damage Value Caused by Fire
2017	0	N/A	N/A	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A	N/A	N/A
2019	0	N/A	N/A	N/A	N/A	N/A	N/A

## ANNUAL SECURITY REPORT

The 2020 Jeanne Clery Act Annual Security Report for Cal Maritime Academy can be located at:  
<https://www.csum.edu/safety/index.html>