

San Jose State University

**Higher Education Opportunity Act  
2016 Campus Housing Fire Safety Annual Compliance Report**

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to San Jose State University.

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A copy of the annual Fire Safety Report can be obtained on line from the University Housing Services website: <http://www.housing.sjsu.edu> or in person at their office located at 350 S. 9<sup>th</sup> Street, San Jose CA 95112, or you may request a copy be mailed to you by calling them at (408) 795-5678.

Copies of the 2016 Safety and Security report (Clery) are available on line via the University Police Department web site at: <http://www.sjsu.edu/police>. A hard copy of the report can be picked up at the University Police Department, or persons can call the University Police at (408) 924-2222 and request the report be sent by mail.

## **I. Facility Descriptions: On Campus Residence Halls**

### ***Joe West Hall***

- § Address: 375 S. 9<sup>th</sup> Street, San Jose, CA 95112
- § Twelve-story high-rise Residence Hall houses 671 students
- § There is a community kitchen on the main floor of the building
- § Fire system utilized is the Simplex system. The network is monitored 24/7 by Simplex.
- § Number of Fire Extinguishers: 37
- § Number of Pull Stations: 36
- § Number of Fire Hoses: 24

### ***Lucy Washburn Hall***

- § Address: 385 S. 8<sup>th</sup> Street, San Jose, CA 95112
- § Three-story Residence Hall houses 263 students
- § Fire system utilized is the Honeywell system. The network is monitored 24/7 by University Police.
- § Number of Fire Extinguishers: 12
- § Number of Pull Stations: 6
- § Number of Fire Hoses: 3

### ***Campus Village A (CVA)***

- § Address: 380 S. 9<sup>th</sup> Street, San Jose, CA 95112
- § An Eight Story Apartment Complex housing approximately 205 students in one, two, three, and four bedroom units
- § Fire system utilized is the Siemens system. The network is monitored 24/7 by Siemens Fire Alarm Systems
- § Sprinklers are located throughout the building in individual units and common areas
- § Number of Fire Extinguishers: 24
- § Number of Pull Stations: 1
- § Number of Fire Hoses: 0

### ***Campus Village B (CVB)***

- § Address: 350 S. 9<sup>th</sup> Street, San Jose, CA 95112
- § A Fifteen Story Apartment Complex housing approximately 1555 students in one, two, three, and four bedroom units
- § Sprinklers are located throughout the building in individual units and common areas
- § Includes a Convenience store on the first floor
- § Fire system utilized is the Siemens system. The network is monitored 24/7 by Siemens Fire Alarm Systems

- § There is no sprinkler capability in these two buildings
- § Number of Fire Extinguishers: 18
- § Number of Pull Stations: 16
- § Number of Fire Hoses: 12

***Campus Village C (CVC)***

- § Address: 320 S. 9<sup>th</sup> Street, San Jose, CA 95112
- § An eight story apartment complex housing 641 residents in 1, 2, 3 and 4 bedroom units
- § One building has a laundry room, lounge space and lounge office
- § Fire system utilized is the Siemens system. The network is monitored 24/7 by Siemens Fire Alarm Systems
- § There are sprinklers in all the buildings and individual units
- § Number of Fire Extinguishers: 39
- § Number of Pull Stations: 0
- § Number of Fire Hoses: 0

***Campus Village 2 (CV2) (Opened in September 2016)***

- § Address: 345 S. 9<sup>th</sup> Street, San Jose, CA 95112
- § A ten story Residential Hall building housing approximately 641 Students.
- Fire system utilized is the Simplex system. The network is monitored 24/7 by Simplex.
- § Sprinklers are located throughout the building in individual units and common areas § Number of fire extinguishers: 40
- § Number of manual pull stations: 30

***Ruth Royce Hall (Vacated and demolished in October 2016)***

- § Address: 355 S. 8<sup>th</sup> Street, San Jose, CA 95112

***Lou Hoover Hall (Vacated and demolished in October 2016)***

- § Address: 325 S. 8<sup>th</sup> Street, San Jose, CA 95112





## **II. The number of fire drills conducted during the reporting year**

### **On Campus Residence Halls**

Thirteen (13) evacuation drills were conducted in the residence halls during the 2016 calendar year.

Drills are typically conducted in each residence hall or apartment building once per semester.

## **III. Safety and Security policies for On Campus Residence Halls**

All Student Housing and Residential Education Policies are described in the SJSU Student License Agreement and the Community Living Handbook. All residents are responsible for being familiar with the information contained in these documents.

### Safety and Security

Living on campus does not exempt San José State students from threats to their personal safety. Therefore, students should use precautionary measures to minimize existing dangers and hazards in the environment. Although living with constant fear is unnecessary and unhealthy, students should be aware of safeguards which deter possible victimization. Here are a few basic suggestions:

1. **Always** keep the door of your room or apartment locked, even if you are sleeping or going down the hall. Remember to always carry your keys and access card with you to avoid being locked out.
2. Unsecured bicycles invite theft. Purchase a bike lock and secure your bike in an appropriate place.
3. Identify expensive and/or important belongings with a type of permanent identification such as a metal engraver.
4. Rely on your neighbors and have them rely on you to be alert to suspicious persons and/or unusual events.
5. Keep your access cards/keys with you at all times. Do not lend access cards/keys to others.
6. The placement of any furniture including beds in front of windows is strictly prohibited. Blocking window egress is a violation of University Housing Policy.
7. Do not prop doors or let unfamiliar people into the entrances of your building.
8. Be alert and aware of your surroundings. Report any safety/security concerns to the appropriate authority.

**The University Police Department has more useful safety information at:**

**<http://www.sjsu.edu/police/>.**

### Blue Light Emergency Phones

Blue Light emergency telephones are located in a number of places near the residence halls, apartments and throughout the campus. Note where they are and use them if you think you are in trouble or see any suspicious activity. These phones will directly connect you to the University Police Department in seconds. They can also be used to request an escort if you are feeling unsafe walking on campus.

### Public Access To Buildings

Non-residents do not have access into any housing facility unless a resident escorts them. The exterior doors of all the halls are locked 24 hours a day. Visitors may contact a resident by calling from their own cell phones or house phones that are located near the front and rear entrances of every hall. **Residents are responsible for their guests' behavior at all times during their visit and must sign in their guests at the Hall Desks between the hours of 10 p.m. – 1 a.m. Sunday – Wednesday and 10pm – 2 a.m. Thursday – Saturday.** Visitors are only permitted to enter a building with the escort of the host and must be escorted at all times. Entrance by any other means is not permitted. Uninvited guests are not welcome in the

residence halls. Permitting uninvited guests into these areas is in violation of UHS security policies. You can help maintain security by calling your RLC, ARLC, RA or University Police at 4-2222 if you see any suspicious individuals loitering in the area. You can also help to secure your apartment/hall by keeping the doors locked and by refusing to open the door to non-residents. Please close doors that you see are propped open. ***Keep your door locked at all times***, even if you are stepping out for a few 14

## UHS Policies and Regulations

Described below are the Policies and Regulations, which govern all University Housing Services occupants. By completing and signing the Annual Housing License Agreement, residents agree to all of these provisions. Applicants should read these provisions carefully before submitting a completed License Agreement.

Inappropriate conduct by students is subject to referral to the student conduct process on the San Jose State University campus. The Office of Student Conduct and Ethical Development coordinates this process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, California Code of Regulations. A copy of these regulations can be found in the current edition of the San Jose State University General Catalog. All violations of the Terms and Conditions or Policies and Regulations below are subject to review by the Office of Student Conduct and Ethical Development for violation of 41301 through 41304, as well as grounds for eviction from University Housing Services Facilities. Conduct that is in violation of the law will be referred to University Police for investigation, if warranted.



## Appliances

UHS facilities have limits on their electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

- a) Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters, and hot plates. Microwaves are allowed, but the wattage must not exceed 900 watts.
- b) Refrigerators for private bedrooms are permitted, provided they do not exceed 4.4 total cubic feet.
- c) Appliances such as stereos, radios, desk lamps, computers, TV's, VCR's, DVD players, sealed-component coffee makers, hair dryers, other electrical hair implements, answering machines, and electric blankets are permitted. In the CVA and CVB Apartments, cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
- d) In the classics, CVC Suites and CV2, cooking is limited to the general kitchen or kitchenette area and is not permitted in the bedroom. Cooking appliances such as crock pots, toasters and rice steamers are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
- e) Privately owned air conditioners are not permitted.
- f) Fans are not allowed in windows and should never be used unless a resident is present.
- g) International appliances should use electrical converters.
- h) Irons must be used with ironing boards only and should never be left unattended.
- i) Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living.

Any damage caused by personal appliances or misuse is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation. It is suggested that Licensee obtain and maintain throughout the term of the license a policy of insurance from a recognized insurance firm, covering Licensee's liability and personal property damage.

## Bicycles, Skateboards, Scooters and Rollerblades

Bike racks are provided on the outside patio for Hoover, Royce, Washburn, and Joe West Halls. Campus Village outside bike racks are located outside of CVB on the north and south courtyard areas. Bike cages for Campus Village residents are located in the parking level 1 and 2.

Bikes may not be parked on the sidewalks, at the entrance to any buildings, nor should they be locked to stairwells, trees, handrails.

Bikes should not be placed in bathrooms, study rooms or other public areas.

Bikes parked illegally may be impounded by the University Police Department.

Bikes, skateboards, scooters or rollerblades may not be ridden in the buildings.

UHS discourages residents from bringing or keeping bikes in rooms/suites and encourages residents to lock their bikes at designated locations. If residents do bring these items into the building, they will be held responsible for any damages and charged appropriately. Roommate's permission must be obtained in order to store bicycle in apartment common areas.

Residents may not put hooks on their ceiling or walls to hang their bicycle.

Bikes will be tagged for impounding 18 days after the designated check out date. If bikes are not claimed by then, or arrangements made with UHS to claim at a later date, they will be removed and impounded by the University Police Department.

Electric and Gas powered vehicles are not permitted to be stored in resident's rooms. Students with disabilities who require scooters must submit a written authorization from the Disability Resource Center. 25

#### Candles

No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.

### Combustible Material Storage

The storage of combustible materials (gasoline, paint thinner, propane, fireworks, wax, etc.) within the residential facility, including resident rooms/suites/apartments, is not permitted.

### Cooking

In the classics, CVC Suites and CV2, cooking is limited to the building common kitchen or kitchenette (in CVC suite) area and is not permitted in the bedroom. Cooking appliances such as crock pots, toasters, rice steamers, are permitted in these areas. These appliances must not overload the system. These appliances must be directly attached to grounded outlets. Hot plates, electric frying pans, electric grills, portable stoves, toaster ovens, or other similar appliances are not allowed in the residence halls, studios or Efficiencies. If there is a question regarding 29

acceptability of an appliance, please see the Appliances section in these policies or the Residential Life Coordinator for approved appliances. Kitchens in the CVA and CVB Apartments offer residents flexibility for meal preparation. Cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets. For the safety of all in the community, residents must pay attention and use caution when cooking. Residents **MUST** keep kitchens clean for sanitation purposes (to avoid odors, ants, roaches, rodents, mold, etc.). Residents **MUST** appropriately ventilate the apartment while cooking to reduce the likelihood of smoke or odors entering the hallway as smoke entering hallways will activate fire alarms and residents may be held judicially accountable. Under no circumstances are microwaves, stoves, and other similar appliances to be left unattended. Any damage done or inconvenience caused to the community (smoke alarms, fires, etc.) is the financial and judicial responsibility of the resident.

Kitchen equipment (i.e. knives) used for any other purpose than for cooking will be considered an abuse of the weapons policy and is subject to disciplinary action.

## Decorating and Renovating Room Structure, Furnishings, or Grounds

- a) Any personal items or furniture brought into the room/suite/apartment must be removed upon checkout. All decorations must be compliant with fire safety regulations.
- b) University furniture is to remain in the room/suite/apartment at all times. University Housing Services cannot store University furniture to make room for personal items or furniture.
- c) Do not make holes in walls. To hang something on a painted surface, use a product that is approved to prevent damage. (Contact University Housing Services for product recommendations). Nails, tacks, non-approved adhesives, tape, and stickers are not to be affixed to University property. Painting and spray painting is not permitted in the Housing facilities or on Housing grounds except by authorized personnel.
- d) Altered beds must be returned to their original position prior to check-out. If maintenance assistance is needed to alter their bed, a TMA request should be submitted. Please note that all changes will be made the two weeks following the room change process each semester. For assistance to change the bed height (not bunking or lofting) there is a \$40 charge for labor (unless it is required for medical reasons).
- e) It is prohibited to place any furniture including beds in front of windows or exit doors. Blocking window or door egress is a violation of University Housing Policy
- f) Any form of bed/furniture elevation that involves non-University Housing furniture, or attachments to University Housing furniture is considered a loft and not permitted.
- g) Tapestries, flags, and burlap burn rapidly. If hung from a wall or ceiling, they can feed a fire. It is prohibited to hang such materials from the ceiling. These decorations may be affixed to the wall if they have been treated with a fire retardant and are so labeled.
- h) Due to state fire codes, all decorations must be confined to the interior of the unit door. At no time can anything be in the corridors. Nothing is permitted on the exterior/hallway door of the apartment/suite or room.
- i) Holiday decorations such as artificial trees are permitted in the CVA and CVB Apartments, but not bedrooms. Lights should be used only when a resident is in the apartment. All lights/cords must be in good condition and be UL certified. Doors and windows may be decorated within the unit as long as the decorations do not cause damage or a safety hazard. All decorations visible to the public must comply with University policies.
- j) No candles or open flames may be used. For holiday observation exceptions consult your Residential Life Coordinator.
- k) Grounds: The community grounds are maintained by the University. Residents shall not erect fences, cultivate plants, or make other changes to the grounds.
- l) Antenna and Related Equipment: Residents shall not erect any exterior antennas or other equipment for television or radio reception without obtaining UHS prior written approval.
- m) Balconies and Exterior Entrances: All outside balconies and terraces must be kept clear of all items. A balcony or terrace may not be used for drying laundry, beating rugs, shaking dust mops, or hanging any article. No items, including cigarettes, trash, and other material may be thrown from any balcony or terrace. No barbecues are permitted.
- n) Plumbing Fixtures and Other Water Apparatus: The bathtubs, basins, sinks, garbage disposals, and other plumbing fixtures and water apparatus shall not be used for any purpose other than that for which they were constructed. Among other things, these fixtures and apparatus may not be used for the disposal of rubbish, rags, sweepings, matches, and similar improper articles. Any damage or expense resulting from the

misuse of the foregoing fixtures and apparatus must be borne by the resident causing the damage or on whose premises the damage was caused.

#### Electrical Safety

Extension cords are not permitted. UL Approved, grounded power strips with circuit breakers should be used for all electrical equipment including computer and computer related hardware. A maximum of two power strips may be used per room. No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in a room, suite or apartment.

Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Such cords have their own circuit breaker. Do not rely on the integrity of the electrical system of the building to protect your computer equipment. 33

Surge protectors also allow more flexibility for extensions. Extension cords or stringing surge protectors together in a series are prohibited.

Multiple outlet plugs that insert into an outlet are not permitted.

The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against UHS policy.

Any damage caused by personal appliances or misuse of the electrical system is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation.

### Emergency Preparedness

All residents are advised to have a family emergency plan. Each resident should maintain an emergency supply kit in his/her room consisting of a first aid kit, three-day supply of water, non-perishable food, battery operated radio and flashlight, extra batteries, gloves, and medications. Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door, as well as the location of the Evacutrac chairs located in Campus Village and West halls.

In the event of emergency residents must comply with UHS Staff and/or university personnel.

### Energy Conservation

UHS strongly encourages each resident to avoid any practice that may harm or hinder the State of California's efforts to conserve energy. Each resident is asked to do his/her part in conserving energy within his or her living space (including turning room lights and appliances off when not in use and/or use of Energy Star appliances).

Excessive utility charges will be equally assessed among all occupants of the unit. Utility bills will be assessed approximately one month after the actual usage.

Directives of the State of California concerning energy conservation will be enforced. Utilities such as electricity, gas, water, and air conditioning may be limited upon state directives.

### Fire Safety

a) Combustible Material Storage: The storage of combustible materials (gasoline, paint thinner, wax etc.) within the residential facility, including resident rooms/suites/apartments, is not permitted.

b) Fire Alarm/Drill: All residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and State fire code and may result in a ticket from UPD or the San Jose Fire Department and/or being referred to the UHS judicial system.

c) Fire Safety Equipment: Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door. If the instructions are missing or illegible, the Residential Life Coordinator should be contacted immediately to have a new one installed. Residents are required to initial that they have been shown the evacuation instructions on the Room/Apartment Inventory Form at check-in. The following misuses of fire safety equipment are considered violations of policy and will result in judicial and/or legal action (\$1,000.00 fine and up to 6 months in prison), maintenance charges, and/or remuneration: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking fire stairs, tampering with smoke detectors, misuse or tampering with the Evacutrac Chair, tampering with alarm horns, strobes, enunciator or

bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and tampering or improper use of fire extinguishers or fire hoses. Note that each residence hall room contains a smoke detector and each apartment/suite contains a smoke detector and fire extinguisher for residents' safety. Contact the Residential Life Coordinator for additional information about fire safety or if any of your unit's fire safety equipment appears to be malfunctioning.

d) Open Flame: No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.

e) Portable Heaters: The utilization of portable heaters in the residence halls is not permitted, with the exception of areas that do not have permanent heating units.

f) Halogen Lamps: Halogen lamps/lighting, are not permitted.

g) Doors: All unit doors are to be kept closed at all times due to the integrity of the rated corridors. At no time are the doors to be propped open or left ajar.

### Health and Safety Inspections

An inspection of each living environment will regularly occur to assume positive health and safety conditions. Residents are expected to give reasonable care to their rooms and furnishings, maintaining sanitary conditions acceptable to the University.

Corrections of health and safety violations requested by UHS staff must be completed within 48 hours of the inspection and notification. Failure to comply will result in judicial action and or charges to correct the violation.

Vacuums are available from each building Front Desk.

### Incense

The use of incense or other strong odor-producing products is prohibited. The choice of scented air fresheners or cleaning products should be discussed among roommates to ensure no one is



### Motor Vehicles

Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in or around the residence halls/apartments, building entrances, patios, or courtyards. All such vehicles must be parked in designated areas and have an appropriate permit from the SJSU Parking Office or the University Housing Services parking garage.

At no time is there to be storage of any inoperable vehicle in the Campus Village parking garage. All vehicles parked in the garage must also be free of all types of fluid leaks. If the vehicle leaks, the owner will be held liable for any cleanup of the garage floor and or damages that it may cause to the garage or other vehicle.

Licensee agrees to accept financial responsibility for any loss or damage to personal property or personal vehicle belonging to Licensee and their guests and invitees that may be parked in the Campus Village parking garage, caused by theft, fire, vandalism or any other cause. University Housing Services assumes no liability for any such loss. It is suggested that Licensee obtain and maintain throughout the term of the license a policy of automobile insurance from a recognized insurance firm, covering Licensee's liability and personal property damage (if Licensee utilizes the Campus Village parking garage).

### Odors

The effects of smoke, fumes, and odors must be confined to individual rooms, suites, or apartments. Residents must appropriately ventilate the apartment while cooking by opening windows and using appropriate ventilation equipment. Residents are not to prop their apartment/room doors to air out their rooms, especially when cooking as smoke may activate the fire alarm in the corridor. The use of incense, candles, or other strong odor-producing products is prohibited. The choice of scented air fresheners or cleaning products should be discussed among roommates to ensure no one is allergic or offended by the scent.

### Posting Policy

3. Due to limited posting space, as determined by the State Fire Marshall, we can only post a maximum of 80 fliers and/or 7 posters in resident halls and 2 flyers/posters in the Dining Commons.

## Public Health and Safety

The University reserves the right to close the residence halls if the State of California or the Chancellor of the California State University system determines that such a closure is required to protect the public health and/or safety of residents.

### Security/Door Propping

Residents receive a key and an access card that opens their bedroom doors and the entrance doors. Residents are encouraged to lock their bedroom/unit doors at all times and to not hold the entrance/exit gates open for unknown persons. If a resident lives in a UHS facility, they have an access card for entrance into the building.

A resident **MUST NOT** prop any door at anytime due to fire, theft, and other safety concerns. Propped doors allow uninvited people to enter UHS facilities and breach the safety of each resident's person and property. Doors are also fire rated for 1 hour and keeping them closed is essential in preventing the spread of fires. For some of the entrance doors, an alarm will sound if the door is held open for more than 30 seconds and others are emergency exits only with alarms that sound immediately. Please be aware of this and keep doors closed so as to not disturb other residents in the community. Doors found propped should be un-propped and reported to the RA on duty or the Courtesy Desk immediately.

### Smoking

San José State University is committed to promoting a healthy learning and working environment. Consistent with this commitment and in accordance with Presidential Directive 2014-01, smoking and tobacco use is prohibited in all indoor and outdoor areas on campus, including vehicles and parking lots. The sale of tobacco products is prohibited, as is tobacco related advertising and sponsorship. "Smoking" is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe or electronic cigarette. "Tobacco product" is any item containing tobacco leaf and any product containing biologically active amounts of nicotine that can be inhaled. It does not include any product designed and approved by the U.S. Food and Drug Administration for the use in treating nicotine or tobacco dependence.

Dismantling smoke detectors will result in student conduct action, UPD citation, and/or restitution for all repairs.

Residents who do smoke within UHS housing facilities are in violation of the License Agreement and are subject to criminal prosecution and University disciplinary proceedings which may be grounds for immediate disciplinary action and/or revocation of the Housing License Agreement. **Residents will still be responsible for the full amount owed in their Housing License Agreement for the academic year.**

## Emergencies

Please note evacuation procedures on the back of your **room or apartment door**. If they are missing or illegible, see your RLC immediately for replacement.

### In Case of Fire

#### **If you cannot safely extinguish the fire:**

1. Evacuate the area.
2. Close all doors as you leave - take your access card and key.
3. Do not use any elevators.
4. Call 911.

#### **For fire inside your room:**

1. Call 911.
2. Give your exact location.
3. Tell them what is burning.
4. Activate Fire Alarm (if in the residential community).

#### **For fire outside your room:**

1. Feel the door - **If it is hot, DO NOT Open It** (Student room doors have a two-hour burn capacity).
2. Call 911 and give them your exact location.
3. Seal the bottom of your door with cloth material wet if possible to keep smoke out.
4. Retreat. Close as many doors between you and the fire as possible.

#### **If the door is not hot, open it cautiously:**

1. If there is smoke present - stay low.
2. Walk or crawl to the closest Exit.
3. Do not use any elevators.
4. Call 911.

Take any medication with you, as you might be outside for a while. Once you have evacuated, please see a UHS staff member for additional information. Do not re-enter the building unless you are instructed to do so by a UHS staff member.

**Please Note:** Fire alarms have clear plastic covers over them that must be lifted up prior to pulling down the red handle on the fire alarm pull-station.

### In Case of Earthquake

#### **If you are in a building when the earthquake begins:**

1. "Duck and cover" under a desk or table.
2. Move away from exterior wall windows, overhead lights, etc.
3. Wait at least two minutes after shaking stops before leaving a building.
4. Help disabled persons evacuate the building.

**If you are outside when the earthquake begins, move to a clear area** well away from structures or overhead hazards such as trees, power lines, or glass. Follow instructions of 16

UHS staff, University Police, and other Emergency Team members. Tune to radio station **KSJS 90.7 FM** for campus information.

### Building Evacuation

**Always evacuate the building when the fire alarm or smoke detector sounds.** Failure to do so will be in violation of the license agreement and state laws and could cause you physical harm.

1. Leave through the nearest safe exit when you hear the building emergency alarm (fire alarm) or if you are told to do so by University Police, Fire Department staff or UHS staff.
2. Take keys, wallets, prescription medicines, glasses, warm clothes and other essential personal belongings with you in case this building cannot be reentered immediately.
3. Move at least 150 feet away from all structures. Meet in your specified location. If you do not know your location, please see your RA.
4. Use the stairs. Stairwells are safe, temporary havens for the injured or the disabled.
5. Do not use elevators - in case of fire or earthquake, many elevators stop in place and you may be trapped.

### Preparedness

You are strongly encouraged to maintain a **bag of emergency supplies** in your room. Supplies should include items such as water, food, flashlight, portable radio, extra batteries, extra eyeglasses, prescription medicine, warm clothes and first aid kit. Please make yourself familiar with these emergency procedures.

### Staff Duty

A student staff member is on duty each day to assist with any questions/concerns that may arise. Duty hours are 7:00 p.m. – 8:00 a.m. (Sunday - Thursday) and 7:00 p.m. – 7:00 p.m. (Friday & Saturday). You can determine which staff member is on duty by checking the desk area. **Note that the hall office phone is forwarded to the staff member on duty during duty hours when the office is closed.** During the hours of 8:00 a.m. – 5:00 p.m., please contact the University Housing Service office for assistance at 408-795-5600.

## **IV. Procedures for evacuating on campus residence halls in the event of a fire**

When an alarm is activated in a residential building, all staff in the building will be directed to exit and move to the Evacuation Assembly Points

### **Evacuation Assembly Points for On Campus Residence Halls:**

All Students are directed to the front of the University Event Center Building

**Procedures for evacuating residents in the event of a fire at Auxiliary Properties:**

- § University Police will be contacted and informed that the alarm went off and the location of the alarm.
- § If it is determined that there is a fire, University Police will dispatch the Fire Department. A staff member should meet the University Police officer and assist as needed.
- § University police will be notified of the location of Residents with disabilities or any resident needing assistance.
- § All staff will assist, as needed, in evacuating the Residents from the building to the designated evacuation sites.
- § The Fire Department and/or University Police will access the fire panels and assess the status of the emergency.
- § When determined safe, the University Police will allow Residents to return to the building.
- § If Residents become aware of a fire, they are to immediately report the source of the fire to 911. The process outlined above will then be enacted.

**V. Fire safety education and training programs provided to the students and employees of the Residential Life Staff for On Campus Residence Halls and Apartments**

1. Professional and student staff fire safety training is done annually. This training includes:
  - § Response protocols including notification procedures
  - § Evacuation procedures for each individual hall
  - § Fire system descriptions for each individual hall and instructions on appropriate usage
  
  - § Documentation of incidents
2. Residential student training:
  - A. Important safety information is included in a document entitled “*Your Guide to Living in [name of hall]*”. Each student receives a copy of this booklet for their hall at check in and it is available on our website at: <http://newscenter.sdsu.edu/housing/communityliving.aspx>.

The following is the text from this document:

**Emergency Procedures**



## Emergencies

Please note evacuation procedures on the back of your **room or apartment door**. If they are missing or illegible, see your RLC immediately for replacement.

### In Case of Fire

#### **If you cannot safely extinguish the fire:**

1. Evacuate the area.
2. Close all doors as you leave - take your access card and key.
3. Do not use any elevators.
4. Call 911.

#### **For fire inside your room:**

1. Call 911.
2. Give your exact location.
3. Tell them what is burning.
4. Activate Fire Alarm (if in the residential community).

#### **For fire outside your room:**

1. Feel the door - **If it is hot, DO NOT Open It** (Student room doors have a two-hour burn capacity).
2. Call 911 and give them your exact location.
3. Seal the bottom of your door with cloth material wet if possible to keep smoke out.
4. Retreat. Close as many doors between you and the fire as possible.

#### **If the door is not hot, open it cautiously:**

1. If there is smoke present - stay low.
2. Walk or crawl to the closest Exit.
3. Do not use any elevators.
4. Call 911.

Take any medication with you, as you might be outside for a while. Once you have evacuated, please see a UHS staff member for additional information. Do not re-enter the building unless you are instructed to do so by a UHS staff member.

**Please Note:** Fire alarms have clear plastic covers over them that must be lifted up prior to pulling down the red handle on the fire alarm pull-station.

### In Case of Earthquake

#### **If you are in a building when the earthquake begins:**

1. "Duck and cover" under a desk or table.
2. Move away from exterior wall windows, overhead lights, etc.
3. Wait at least two minutes after shaking stops before leaving a building.
4. Help disabled persons evacuate the building.

**If you are outside when the earthquake begins, move to a clear area** well away from structures or overhead hazards such as trees, power lines, or glass. Follow instructions of 16

UHS staff, University Police, and other Emergency Team members. Tune to radio station **KSJS 90.7 FM** for campus information.

## Building Evacuation

**Always evacuate the building when the fire alarm or smoke detector sounds.** Failure to do so will be in violation of the license agreement and state laws and could cause you physical harm.

1. Leave through the nearest safe exit when you hear the building emergency alarm (fire alarm) or if you are told to do so by University Police, Fire Department staff or UHS staff.
2. Take keys, wallets, prescription medicines, glasses, warm clothes and other essential personal belongings with you in case this building cannot be reentered immediately.
3. Move at least 150 feet away from all structures. Meet in your specified location. If you do not know your location, please see your RA.
4. Use the stairs. Stairwells are safe, temporary havens for the injured or the disabled.
5. Do not use elevators - in case of fire or earthquake, many elevators stop in place and you may be trapped.

## Preparedness

You are strongly encouraged to maintain a **bag of emergency supplies** in your room. Supplies should include items such as water, food, flashlight, portable radio, extra batteries, extra eyeglasses, prescription medicine, warm clothes and first aid kit. Please make yourself familiar with these emergency procedures.

## Staff Duty

A student staff member is on duty each day to assist with any questions/concerns that may arise. Duty hours are 7:00 p.m. – 8:00 a.m. (Sunday - Thursday) and 7:00 p.m. – 7:00 p.m. (Friday & Saturday). You can determine which staff member is on duty by checking the desk area. **Note that the hall office phone is forwarded to the staff member on duty during duty hours when the office is closed.** During the hours of 8:00 a.m. – 5:00 p.m., please contact the University Housing Service office for assistance at 408-795-5600.



**Education and training programs provided to residents and staff of  
Foundation Properties:**

1. Professional and residential staff fire safety training will be done annually. This training includes:
  - § Response protocols including notification procedures
  - § Evacuation procedures for each individual building
  - § Fire system descriptions for each individual building (See Section I)
  - § Documentation of incidents
  
2. Residential student training: Important safety information is included in a document entitled: "*Community Living Handbook*". Students are instructed at move in and floor meetings to access this information via the University Housing Website.

The following is the text from this document:

**VI. The titles of each person or organization to which students and employees should report that a fire occurred are the following:**

**On Campus Residence Halls:**

- o University Police: 911 on campus or (408) 924-2222
- o Resident Advisors
- Community Desks
- o Residential Life Coordinators
- o Associate Director for Residential Life
- o Director of University Housing Services

**VII. Plans for future improvements in fire safety, if any**

**On campus residence halls and apartments**

An annual review of fire safety procedures and policies will be completed. Based on this review documents and online materials will be updated appropriately.

Call Boxes are being installed in Fall 2017 in all residential interior areas providing direct access to University Police.

Joe West Hall will have a sprinkler system installed beginning in January 2018 and concluding in August 2018.

**Fire Report**

**On Campus Residence Halls**

**Hall Name: Joe West Hall**

Address: 375 S, 9<sup>th</sup> Street, San Jose, CA 95112  
Number of Fires in 2016: 0

**Hall Name: Lucy Washburn Hall**

Address: 385 S. 8<sup>th</sup> Street, San Jose, CA 95112  
Number of Fires in 2016: 0

**Hall Name: Campus Village A**

Address: 380 S. 9<sup>th</sup> Street, San Jose, CA 95112

Number of Fires in 2016: 0

**Hall Name: Campus Village B**

Address: 350 s. 9<sup>th</sup> Street, San Jose, CA 95112

Number of Fires in 2016: 0

**Hall Name: Campus Village C**

Address: 320 S. 9<sup>th</sup> Street, San Jose, CA 95112

Number of Fires in 2016: 0

**Hall Name: Campus Village 2**

Address: 345 S. 9<sup>th</sup> Street, San Jose, CA 95112

Number of Fires in 2016: 0

**Hall Name: Ruth Royce Hall (Vacated and demolished in October 2016)**

Address: 355 S. 8<sup>th</sup> Street, San Jose, CA 95112

Number of Fires in 2016: 0

**Hall Name: Lou Hoover Hall (Vacated and demolished in October 2016)**

Address: 325 S. 8<sup>th</sup> Street, San Jose, CA 95112

Number of Fires in 2016: 0