

FIRE SAFETY REPORT

2020



A Letter from the President



As an important part of our responsibility to keep the campus community informed and safe, each year Cal State Monterey Bay publishes the Fire Safety Report.

The report includes statistics regarding fires that have occurred in our on-campus student residential housing facilities, as well as information about how to report and prevent fires, and information on fire safety and training.

Our campus administrators – including the University Police Department, Student Housing and Residential Life, the offices overseeing Clery Act compliance and Title IX enforcement and others – work hard to maintain open lines of communication with students, faculty, and staff.

We all share in the task of maintaining a safe campus. Each of us needs to be alert for potentially dangerous situations.

I encourage all of you to familiarize yourselves with the resources that are outlined in this report. Working together, we can help keep Cal State Monterey Bay a great place for us all to live, work and learn.

A handwritten signature in blue ink, appearing to read "John Olson". The signature is fluid and cursive, with a long horizontal stroke at the end.

President, Cal State Monterey Bay

VISION DRIVEN

Cal State Monterey Bay (CSUMB) is envisioned as a comprehensive state university, which values service through high quality education. The campus will be distinctive in serving the diverse people of California, especially the working class and historically undereducated and low-income populations. It will feature an enriched living and learning environment and year-round operation. The identity of the University will be framed by substantive commitment to multilingual, multicultural, gender-equitable learning. The University will be a collaborative, intellectual community distinguished by partnerships with existing institutions both public and private, cooperative agreements which enable students, faculty and staff to cross institutional boundaries for innovative instruction, broadly defined scholarly and creative activity, and coordinate community service.

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Policy for Reporting the Annual Disclosure of Fire Statistics

Cal State Monterey Bay (CSUMB) Student Housing & Residential Life (SHRL) department compiles this institutional report to comply with 34 C.F.R. § 668.49, which is a disclosure for the three most recent calendar years concerning the number of fires that occurred within CSUMB's on-campus student residential housing facilities. The full text of this report can be located on the SHRL website, <https://csumb.edu/housing>. This report is a collaborative and comprehensive effort that includes the cooperation of departments from all divisions within the institution. Each entity is asked to provide fire statistics and/or information on their educational efforts, training and programs to comply with federal regulation. The policies and procedures within this report are current and applicable to on-campus student housing facilities; however, the statistical data, as previously mentioned, is for the three previous calendar years.

All students and employees receive an annual notice in University-wide email that informs them of the annual Fire Safety Report (FSR), a brief description of its contents, information regarding the availability of the report on the Internet, and the electronic address to access the report, and a statement on how to obtain a paper copy, if desired. Additionally, like notices are provided to prospective students and employees on the Admissions and University Personnel¹ web pages, respectively.

Copies of the report may also be obtained at the CSUMB Student Housing & Residential Life.

For rapid customized reports relating to fire data, visit the Campus Safety and Security Data Analysis Cutting Tool brought to you by the Office of Postsecondary Education of the U.S. Department of Education at <http://ope.ed.gov/security/>.

Definitions

Pursuant to 34 C.F.R. § 668.49(a), the following definitions are to be used for reporting CSUMB's institutional fire statistics.

Cause of fire

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill

A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death

Any instance in which a person—

(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire

¹ University Personnel, formerly known as Human Resources at CSUMB, and refers to the department when capitalized.

control, attempting rescue, or escaping from the dangers of a fire; or
(2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Log

The University community is kept aware of any fire that occurred in an on-campus student housing facility reported to any campus official by viewing the fire log. Student Housing makes the fire log open to public inspection during normal business hours, Monday through Friday from 8:00 a.m. – 5:00 p.m., except for holidays and school closings. The log is also available for review 24 hours a day on the Housing webpage <https://csumb.edu/housing>.

Any portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. Anyone may have access to the log, whether or not they are associated with our institution. The information in the fire log typically includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The fire log includes records of all reported fires, including arson.

CSUMB must make an entry or an addition to an entry within two business days of the report of the information.

University Emergency Manager

The Emergency Manager (EM) in collaboration with the Office of the State Fire Marshal (OFSM) is responsible for providing the final determination on potential hazards and potential for property damage or potential for public nuisance of incense, candles and open flame decorative lighting on campus. Upon request, the EM will provide for fire extinguisher, building evacuation, general fire prevention training to campus community members and periodic safety inspections of campus buildings that include fire prevention and suppression system concerns.

All members of the campus community are required to comply with all aspects of the Emergency Manager's duties and are responsible for reporting instances of non-compliance. Employees and students who fail to comply or who interfere with the implementation of these duties will be subject to corrective action in accordance with applicable employment agreements and student conduct codes.

Fire Safety Policies

CSUMB has policies and regulations that give clear direction to those students who reside in the University residential housing. A portion of the policies pay particular attention to fire and life safety issues.

Excerpts from the policies are outlined below with a full disclosure on the web at <https://csumb.edu/housing/forms->

[publications.](#)

Appliances and Furniture Open Heat Sources

Appliances with open heat sources (i.e. halogen lamps, toaster ovens) and/or no thermostat control (i.e. hot plates, grills, Foreman Grills etc.) are prohibited in the Main Campus housing facilities.

Appliances and Furniture Extension Cords

The use of extension cords or multi-receptacle outlets with the exception of UL-approved power strips with surge protectors is prohibited.

Power strips MUST:

- have a surge protector AND
- have an on/off switch AND
- have a reset button

Power strips must EACH be plugged directly into the wall (power strips may not plug into other power strips)
No outlet extenders are allowed that do not have surge protectors, on/off switch AND reset button

No electrical cords may run underneath rugs. Multiple power strips plugged into each other is prohibited.

Barbecuing and Barbecue Pit Use

Personal barbecue grills (gas, charcoal or electric) are prohibited on main campus. Students on main campus may only utilize barbecue grills installed by the university. Currently barbecue grills on the Main Campus are only located in North Quad and Promontory. Only charcoal and store-bought lighter fluid may be used in university designated barbecue grills. Other accelerants (gasoline, wood, wood chips, pellets etc.) are not allowed. Charcoal and or store-bought lighter fluid may not be stored in any student housing residential facility.

Students utilizing barbecue grills are responsible to be attentive to their barbecue and the proper disposal of coals. Barbecues can only be used between 8am to 10pm. Individuals utilizing campus barbecues are required to follow the Main Campus quiet hour Community Standards. Improper use of barbecue facilities may result in conduct referral.

Students living in East Campus may utilize barbecue grills in backyards and driveways. Barbecue grills must be stored at least 10 feet away from the building, and never inside the building or garage. Barbecue grills are not permitted on balconies. All other restrictions listed above apply.

Building Access & Property Egress

All entry / exit points must be kept clear and easily accessible. This includes any hallway, entryway, doorway, garage door, front door, back door, and windows. Such egress locations must be fully accessible in case of an emergency in which individuals would need to evacuate.

Due to the necessity for residents to be able to evacuate their residential spaces in case of an emergency, doors (suite, apartment, and room) and windows must be able to be opened completely (over 90 degrees from the plane of the door) at all times. Blocking entrance and egress with any item that impedes a door and/or window from opening fully is prohibited.

Cooking

In apartments, cooking is limited to the general kitchen or kitchenette areas. Hot plates, electric frying pans, electric grills, portable stoves, toaster ovens or other similar appliances are not allowed in the suite. For the safety of all in the community, residents must pay attention and use caution when cooking. 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.

Combustible Material Storage

The storage of combustible materials (gasoline, paint thinner, etc.) within the residential facility, including resident bedrooms, suites and apartments, is not permitted.

Decorating and Renovating Room Structure, Furnishings or Grounds

Personal items or furniture brought into Student Housing & Residential Life (SHRL) living quarters must meet a documentable fire safety standard rating of 4 or 5. Furniture must either have a manufacturer tag physically on the furniture or the resident must have some other form of documentation by the maker of the furniture.

Individuals will be asked to remove extra furniture or furniture which does not have proof of evidence for fire safety rating.

When decorating a bedroom/suite/apartment be aware of the following:

1. 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, and shall not exceed 50 percent of the aggregate wall areas within a room. It is recommended that such flammable items be treated with a fire retardant. Window curtains must flame retardant, and display that they are made of such material that is flame retardant.
2. 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 room/suite or apartment, unless such decorative items are laminated and compliant with other Community Standards.
3. Due to state fire codes, tack message boards and nameplates are not permitted on the exterior of the bedroom, suite or apartment doors.
4. All holiday décor must be flame resistant. Such decorations must be removed within ten days after the holiday. Holiday decorations such as artificial trees are permitted in the living room of suites or apartments and cannot be placed in bedrooms. Artificial trees must be approved by the SHRL staff. Residents may not possess live holiday trees.
5. Decorative lights should be on only when a resident is present. All lights/cords must be in good condition. Each room is only allowed, "No more than 50 bulb, count 15 feet, and must be LED indoor lighting" limit of 1 strand per room.

Electrical Equipment

University Housing 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:

- Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters and hot plates.
- Refrigerators for private bedrooms are permitted, provided they do not exceed: 3 cubic feet.
- Appliances such as stereos, radios, desk lamps, computers, TV's, VCR's, sealed-component coffee makers, hair dryers, other electrical hair implements, answering machines and electric blankets are permitted. In apartments, cooking appliances such as crop pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must be directly attached to grounded outlets, and should remain unplugged when not in use.
- Privately owned air conditioners are not permitted.
- Window fans are discouraged and should never be used unless the resident is present.
- Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Extension cords or string surge protectors together in a series are prohibited.
- International appliances must use electrical converters.

- Irons must be used with ironing boards only and irons should never be left unattended.
- Cooking is limited to the kitchen and is not permitted in bedrooms.
- 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 University SHRL Community Standards.
- Stereo equipment and speaker are expected to be of a size and power that are appropriate for high-density community living.
- Violations of these guidelines may result in immediate license revocation.

Fire safety equipment

Fire extinguishers, sprinkler outlets, smoke detectors, etc. may not be utilized for any purpose other than those designated for the safety of residents. The following misuses of fire safety equipment are considered violations of these Community Standards: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking stairwells, tampering with smoke detectors, setting off a fire alarm due to violating another Community Standard (i.e. – smoking in a room or common area, burning candles, etc.), misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and improper use of fire extinguishers/hoses. Ceiling clearance: Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinkler areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinkler areas of buildings. (CFC 315.3.1).

Gatherings

Including the licensee(s) who are present, an assembly of over (10) people in any residence hall room, North Quad Suite, North Quad Apartment, or Promontory Apartment in a violation of Community Standards. If a gathering event occurs in a common area, the total number of people present is not to exceed fire code.

In East Campus, Frederick Park Apartments, the maximum amount of individuals an upstairs unit can have is (10) people. The maximum amount of people you can have is a downstairs apartment in 50 people. However, gatherings in downstairs units over 10 people must be registered.

Note: Per the State Fire Marshal, and the California Building Code, any Frederick Park upstairs units and all Main Campus rooms, suites, and apartments may only have a maximum of 10 occupants at any one time, including the resident(s) of that space. Downstairs units may hold up to 50 occupants at any one time.

*** Certain housing assignments have access to upstairs balconies. Occupancy of these spaces is limited to the total number of residents in the housing assignment plus 2 additional students, not to exceed 5 individuals total at one time. Over-occupancy of these spaces is a potentially serious safety issue, and use of these spaces is monitored by Student Housing & Residential Life. Students seen to be over-occupying these spaces will be asked to reduce the occupancy to established limits.

Open Flame

Pursuant to the *California Fire Code, Section 1109.8 Requirements for Use of Candles and Other Open-flame Decorative Devices*, no open flames are permitted in suites or apartments. This includes, but is not limited to candles, incense, smoking and the burning of any materials or other flame-emitting items. Prior written approval must be obtained from the SHRL Coordinator if this policy is incongruent with religious, cultural or spiritual beliefs.

Policy Exceptions

- The use of incense is prohibited inside all campus buildings except residential buildings located in Schoonover Park.

- The use of candles and other open flame decorative lighting is prohibited inside all campus buildings except:
 1. Dining Commons
 2. University Center
 3. Alumni and Visitors Center
 4. World Theater (for theater production use only)
 5. Schoonover Park Housing

The use of candles and other open flame decorative lighting in the Dining Commons, University Center, and Alumni and Visitors Center is limited to the use of such lighting for table decorations only and must meet the following requirements:

1. Use only manufactured lamp oil or wax products.
2. All devices must self-extinguish when tipped over, return to upright position after being tilted to a 45-degree angle, and prevent leakage of more than 1/4 teaspoon of liquid or wax per minute.
3. Flames must be fully enclosed; however, the container may have side openings no larger than 3/8 inch. The top may be open, but the distance from the flame to the opening shall be such that a single layer of tissue paper will not ignite.
4. Shades, if used, must be made of non-combustible materials and attached firmly to the top of the device.

Use for any reason of open-flames and hand-held candles outside of campus buildings require the approval of the Emergency Manager (EM).

The EM may require personnel trained in the use of fire extinguishers to be on duty during the use of open flames and/or candles, depending on the number of people, type of display or activity.

Smoldering Embers

Apparatus such as hookahs, which results in smoldering embers, ash, etc., are not permitted within the housing facilities and grounds.

Portable Heaters

The utilization of portable heaters is not permitted.

Halogen Lamps

Halogen/torchiere/desk lamps are not permitted.

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.

Smoking

CSUMB is a smoke and tobacco free campus. Smoking and the use of tobacco products is prohibited on all university properties.

“Smoke” or “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoke” or “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco Product:

- (i) A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
- (ii) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
- (iii) Any component, part, accessory of a tobacco product, whether or not sold separately.
- (iv) "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is market and sold solely for such an approved purpose.

Tobacco Free: "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

Smoking and the use of tobacco products is prohibited in all residential areas of Main Campus (residence halls along Main Quad, in North Quad, and in Promontory), including residence hall rooms and common areas, suite/apartment rooms and common areas, offices, atriums, breezeways, stairwells, and all exterior areas surrounding those buildings also considered University Property (including but not limited to areas like the Divarty Quad, North Quad Sand volley Ball courts and benches around North Quad, parks in East Campus) and in or around any Frederick Park Apartments. This includes balconies, backyards, stairways, garages, driveways and any other area considered University Property.

Violations of this, or acts that are consistent with the definition of "smoking" or use of a "Tobacco Product" in or around any CSUMB residential area is considered a violation of SHRL Community Standards. Individuals who are found responsible for smoking within any SHRL facility may be charges for the cleaning, repainting, and re-carpeting of that space, unit or area.

More information on the CSUMB campus *Smoke and Tobacco Free Campus Policy* can be reviewed at: <https://csumb.edu/news/smoke-and-tobacco-free-csumb>.

Safety Equipment

Fire safety equipment (fire extinguishers, sprinkler outlets, smoke detectors, etc.) may not be utilized for any purpose other than those designated for the safety of residents. The following misuses of fire safety equipment are considered violation of policy:

1. pulling fire alarms or fire alarm covers when no fire exists
2. blocking or propping fire doors
3. blocking fire stairs, tampering with smoke detectors
4. tampering with alarm horns or bells
5. misuse or tempering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads)
6. tampering with fire exit signs and improper use of fire extinguisher or fire hoses

Note that each suite, apartment common area, as well as each bedroom in CSUMB's residence halls contains a smoke detector for resident safety. Contact SHRL immediately if the smoke detector begins beeping. Under no circumstances should a resident attempt to adjust or repair a smoke detector. This includes changing the batteries.

Additional information about life safety and fire regulations for on-campus residents is available in the [Main Campus Community Standards](#) and the East Campus Community Standards. An annual review of fire and life safety procedures and policies will be completed. Based on this review, documents and online materials will be updated appropriately.

To Report a Fire

Although any fire can be reported by a student to any University official, all students and employees at CSUMB should contact Monterey County Emergency Communications Dispatch to report all fires or fire related emergencies, this would also include a fire that has already occurred or taken place.

If you see a fire or smell smoke, **immediately call 9-1-1 and/or activate the nearest fire alarm from a safe location.** You may also use the emergency blue-light phones or emergency call boxes. Give the location of the fire, provide any details requested, and do not hang up until told to do so. All fires, no matter how small, must be reported. When you call 911, the dispatch office will simultaneously notify the fire department and the police department.

Intentional misuse of the 911 phone number, blue light, and/or fire alarm pull stations or tampering with safety equipment is prohibited and is a serious crime, and is subject to criminal charges. Additionally, individuals and/or residential communities may be held financially responsible for charges related to non-emergency fire alarm activation and building evacuation.

For the purposes of including a fire in the statistics in the annual FSR, you may also report a fire to your Resident Advisor (RA) or Residential Life Coordinator (RLC). For contact information regarding personnel in these various positions, visit CSUMB's Directory at <https://csumb.edu/directory>.

Community Response to a Fire

Fires in Campus Buildings

Remember to R.A.C.E.:

1. Remove those in danger
2. Announce: pull alarm and call 911
3. Contain fire by closing doors
4. Extinguish if safe to do so, or evacuate horizontally beyond fire doors or vertically, if necessary.

For minor fires such as smoke in a wastebasket, locate a fire extinguisher and:

- Pull safety pin from handle
- Aim nozzle at base of fire
- Squeeze the trigger handle
- Sweep from side to side (watch for re-ignition)

Minor Fire

Small, contained, NOT in danger of spreading or exploding.

- Call 911.
- Before opening any door, use the back of your hand to see if it is hot – if the door is hot, leave it closed. If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- If you are familiar with the use of a fire extinguisher, attempt to put out the fire.
- DO NOT USE WATER ON AN ELECTRICAL FIRE.

- DO NOT USE WATER ON A BURNING LIQUID OR A GREASE FIRE.
- Never allow the fire to come between you and an exit.
- Watch for smoldering or flare up.
- Notify the professional staff member on duty who will document the incident.

Medium Fire

Small, but IN DANGER of spreading or exploding.

- Call 911.
- Before opening any door, use the back of your hand to see if it is hot. If the door is hot, leave it closed. If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- If possible, without risking your personal safety or the safety of others, contain the spread of the fire with a fire extinguisher.
- Close fire doors and windows.
- Never allow the fire to come between you and an exit.
- Evacuate the building; bring warm (and possibly rain-resistant) clothing and shoes.
- Exit the building quickly, knocking on others' doors as you go (not waiting for a response, but making residents aware of fire danger). Carry a towel or blanket to protect you from flames and smoke.
- If you see or smell smoke in a hall or stairway, use another exit.
- Proceed to your assigned Emergency Assembly Point.

Major Fire

Large, rapidly spreading or totally out of control.

- Call 911
- Evacuate the building immediately. If smoke is thick, it is advisable to crawl close to the floor toward emergency exits.
- Before opening any door, use the back of your hand to see if it is hot. If the door is hot, leave it closed. If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- Evacuate the building; bring warm (and possibly rain-resistant) clothing and shoes.
- Exit the building quickly, knocking on others' door as you go (not waiting for a response, but making sure residents are aware of fire danger), carry a towel or blanket to protect you from flames and smoke.
- Never allow the fire to come between you and an exit. If you see or smell smoke in a hall or stairway, use another exit.
- Close doors behind you to confine the fire. DO NOT lock doors. **Note:** If a door is already closed and hot to the touch, leave it closed. Stuff towels or clothes at the base of the door to seal any cracks surrounding the door opening. Alert someone to your location by whatever means available. Open your window only as necessary to avoid smoke or to alert someone of your location.
- Do not attempt to save possessions at the risk of personal injury.
- Proceed to your assigned Emergency Assembly Point.
- Follow all directions given to you by emergency response personnel.
- Do not return to the fire or emergency area until you are instructed to do so.

Emergency Notification for Fire Incidents

Cal State Monterey Bay will issue emergency notifications, without delay, in response to a confirmed significant emergency or a dangerous situation, occurring in the Clery defined on campus geography that, in the judgment of the University, constitutes an immediate threat to the health or safety of members of the on-campus community. Information used to confirm a significant emergency or dangerous situation involves that which is collected throughout the incident from a wide variety of sources including, but not limited to responders, survivors, witnesses, social media, and the mainstream media, and will include, as appropriate, initial observation or an investigation by law enforcement.

Once the University Police Department (UPD) has received the report, the Chief of Police, (or management designee in the absence of the Chief), will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) an emergency or dangerous situation in fact exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community.

If both of the above factors are not met, no emergency notification will be issued.

If it is determined that both of the above factors are met, then an emergency notification will be issued to the community. The Chief of Police (or management designee in the absence of the Chief), will confer with the Clery Director if one is designated and if available, to prepare the content of the notification taking into account the safety of the on-campus community. They will also determine, based on the confirmed facts of the emergency, if the entire campus community or only a specific segment of the on campus community is threatened and need to be notified. Examples of emergencies where only a segment might be alerted would be a fire contained in a dorm laundry room where only the residents of that one dorm floor or of that one dorm building are at risk and need to evacuate, or a chemical spill in a lab where only the one room, floor, or the occupants of that one building are at risk and need to evacuate. UPD determines which segment of the community to notify with an emergency notification by using the same methods as noted above, which are to consider various sources (including, but not limited to responders, survivors, witnesses, social and the mainstream media), and to conduct, as appropriate, an initial observation or investigation. These methods are based on an analysis of which community members or on-campus visitors are most immediately at risk based on the information available at the time.

Content within notifications are developed collaboratively between the Chief of Police, or management designee in the absence of the Chief, and Emergency Manager, using pre-approved standardized templates that are reviewed during meetings, tests, or upon the development of an AAR. Template content may be changed or adapted as deemed necessary by the Chief of Police, or management designee in the absence of the Chief, based upon the given situation. Templates are pre-written for a variety of emergencies (e.g., general emergency, act of violence, severe weather, hazardous material release, and earthquake). Once the notification is prepared, the Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures.

To ensure minimal delays in time, in the absence of the Chief of Police, select Management Designees are able to activate an emergency notification through Monterey County Communications. Distribution methods of emergency notifications may include but are not limited to one or more of the following methods:

- The campus mass notification system, including but not limited to phone, campus email, or text messaging
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Other means appropriate under the circumstances

Student and employees who need information on how to add contact information to be included for emergency notification or to remove information and “opt out” of notifications for OTTERalert should visit csumb.edu/otteralerts or call the on campus Emergency Manager office with UPD at 831-582-3589 for assistance.

The Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will provide follow-up notifications and information until the emergency is mitigated and no longer poses a threat using any

or all of the above described options depending upon the emergency or dangerous situation and method appropriate to the given situation. The Chief of Police or the Clery Director if one is designated, or in their absence, management designees can instruct Monterey County Communications to issue an emergency notification over radio communication without any additional approval and provide parameters for the scope and delivery method of the notification based on the specifics of threat.

The larger community has the ability to enroll in OTTERalert by registering at csumb.edu/otteralerts. Emergency notifications for the larger community that choose not to enroll shall receive information through the Cal State Monterey Bay homepage. Emergency Notifications using OTTERalert have additional options for dissemination including Cal State Monterey Bay's Facebook and Twitter accounts. These social media platforms, as a secondary source of distribution, provide the larger community with quick-publishing access and will include directions to visit csumb.edu/emergency for additional information and updates. Communications will extend to other government entities and the media as appropriate based on the direction of the Chief of Police (or management designee in the absence of the Chief), according to the assessed threat.

If an emergency notification is issued, a timely warning will not be issued to the community for the same incident.

Emergency Response & Evacuation for Fire Incidents

On-campus housing residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their suite, apartment door, or in their residence hall. If the instructions are missing or illegible, please contact the SHRL immediately to have a new one installed.

Evacuation Responsibilities & Procedure

University Police

UPD 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.

UPD serves as the recipient of the evacuation status of each individual building as reported by individual Building Emergency Coordinators. They will direct assistance in search and rescue of outside services as required.

Student Housing & Residential Life

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. RAs will respond and act as building marshals and monitors guiding residents to the nearest exits away from danger. RAs will use a methodical approach to evacuating each floor of each building involved. Once the building or area is clear, an RA will ensure that residents have evacuated to the gathering areas and are not blocking the path of emergency vehicles.

SHRL Staff Protocol

UPD will be the primary Point-of-Contact for SHRL staff in all emergency situations. UPD will be responsible for all major communication and coordination as it relates to any emergency event. If the fire alarm sounds or if instructed to evacuate, follow these evacuation procedures:

- Remain calm: Residents should calmly move out of the building through the nearest safe exit. On your way out, knock on your neighbor's doors, if safe to do so. Use stairs, do not use elevators. State law requires that everyone immediately evacuate the building. NO EXCEPTIONS. Failure to immediately evacuate a residential facility whenever a fire alarm sounds is in violation of our Community Standards.
- Do not delay evacuating to gather large, bulky, or heavy personal belongings. At most, take only keys, wallets, purses, briefcases, etc. Wear shoes, if possible, to protect your feet from debris. Exit the building quickly and safely.

- Be observant – if you see the cause of the alarm, people not evacuating, or other important situations, communicate this to the RA on duty or your RLC.
- Check for injured persons as you leave the building, as you will need to provide any available information to emergency personnel (location, ability to move/speak, name, if known, etc.).
- Help those with disabilities evacuate the building, if you are able. If unable, contact emergency personnel immediately upon exiting the building.
- Work with other RAs, staff, and/or UPD to get students away from the building and to their Emergency Assembly Point (EAP), unless otherwise deemed unsafe. Let occupants know they may not return to the building until instructed to do so by staff. The procedure to evacuate can sometimes vary, depending on the circumstances, and you may receive notification to evacuate by any number of methods (example: Otter Alert, email, telephone, written notice, verbal instruction, loud speaker, etc.).
- When there is real or perceived imminent danger to anyone in the building, care should be taken to avoid panic, serious injury, or leading others into greater danger. Important consideration should be given to the safety of the evacuation route, structural soundness of the building, lighting, smoke, etc.
- Contact the RLC on duty. Let them know who you are, that the fire alarm is going off, what building, the cause of the alarm (if known), and if the police and/or fire department are present. Work on crowd control and keep people out of the streets and parking lots and off the sidewalks – out of the way of emergency personnel and arriving fire trucks. If for some reason UPD or the Fire Department has not arrived in 10 minutes, contact UPD dispatch by dialing 911.
- Be alert for suspicious persons or activity. Report any alarm vandalism/tampering immediately.
- The RA on duty has a list of residents who may have special needs in exiting the building. If you are aware of residents with access or functional needs, and are near their rooms/suites/apartments, please make a point to knock loudly on their doors on your way out of the building. Once at the EAP, please check in with all staff and residents as to the locations of those individuals (class, home for weekend, possibly still in building, etc.).
- Scan windows, if possible, to see if people haven't evacuated. If this happens, try to get their name(s) or room number(s) and document what you observed.
- If people re-enter the building/area without permission, remind them that they will be able to re-enter the building ONLY when authorized by emergency personnel and SHRL staff. If they ignore you and/or continue walking into the building, try to get their name(s) or room number(s) and document what you observed.
- In severe inclement weather, you may shelter people in another building's lobby. If this is the case, report the new shelter location to emergency responders upon their arrival.
- All residents must be accounted for promptly. Building rosters will be provided to emergency response personnel. Help them get a complete head count as soon as possible. As the building is evacuated, the RA on Duty and/or RLC for each building should bring the current building roster. This will allow the very important accountability process to begin as soon as possible at the Emergency Assembly Point. Once people have gathered at the EAP, the RA and/or RLC will be able to start making sure each resident is accounted for.
- Report any missing individuals suspected of remaining in the dangerous area immediately to authorities.
- Record serious injuries and other special hazards and forward them to the proper Emergency Response personnel.
- Do not move seriously injured persons unless they are in life-threatening danger. Notify emergency response personnel of the location of the injured person.
- Do not leave your EAP area until you are instructed to leave, to move, or to return to your building. If you wander around or away from your assembly area, you may be reported missing and place others in danger who are looking for you.
- UPD officers will escort anyone in need to safety. You may be asked by Emergency Response Personnel to assist with first aid and comfort, traffic and crowd control, building evaluation, resource-gathering activities, etc. This is not a requirement of the position, but if you are able, please assist to the level you feel comfortable.
- UPD and Emergency Personnel are responsible for clearing the residential buildings in all alarm, evacuation, and/or any other serious emergency situations. The building is cleared by going door-to-door through the building beginning with the uppermost floor and working their way to the first floor.
- UPD will notify representatives of the SHRL at the assigned EAP when buildings are safe to re-enter.

Residents will not be allowed to re-enter any dangerous area until directed to do so by UPD.

The RA on duty or the RA who called the RLC on duty should submit the IR (incident report) by 8 a.m. the next business day. Be sure to list as many details as you can, especially if the RLC needs to follow up with students who did not evacuate or seemed to act suspicious during the situation.

Special Needs

- CSUMB housing students who are mobility impaired should let SHRL know about their location and special needs.
- When possible, mobility-impaired individuals should arrange in advance with support systems (i.e. Student Disability Resources) for assistance in the event of an evacuation.
- Mobility-impaired individuals should also be aware of exit routes, evacuation points, and the designated Emergency Assembly Point for the building.
- CSUMB housing can also facilitate development of a “buddy system” in support of special evacuation needs within the building.
- Become familiar with Emergency Equipment and Evacuation Maps
- SHRL/GreyStar staffs are to familiarize themselves with the location and use of fire safety equipment within each community.
- It is each resident’s responsibility to make sure smoke detectors are working properly. For East Campus residents, the GreyStar office should be notified immediately if repairs are needed. GreyStar staff will periodically check smoke detectors and fire extinguishers during fire safety inspections.

Testing Emergency Response and Evacuation

SHRL conducts evacuation tests solely involving on-campus student residential facilities at least twice annually. The facilities do not include East Campus housing. Documentation is kept in SHRL offices.

All residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Failure to evacuate or follow specific evacuation procedures and/or any reasonable request of a University Corporation at Monterey Bay, SHRL, or University staff member during an emergency or sanctioned simulation is a violation of SHRL Community Standards and State Fire Code as it endangers the lives of safety personnel and other residents.

For the safety of everyone concerned, always proceed according to the planned emergency procedures regardless of the eventual status of the alarm (false or otherwise). Treat every alarm seriously.

Fire Safety Education and Training

Each RA is trained with the assistance of the University Police Department on how to address and react to emergency situations. During the three weeks prior to school starting, RAs go through an intensive training process in which they learn how to deal with and address emergency situations. This includes how to evacuate a building and support their residents during an evacuation. Additionally, RAs go through fire extinguisher training using the P.A.S.S. method (Pull, Aim, Squeeze, Sweep), which includes putting out live fire. Other emergency training includes emergency equipment identification, such as AED, fire extinguishers, and blue lights. Once an RA has been properly trained, they go through a practical application training simulation called “Behind Closed Doors.”

RAs are also trained on how to best support and recognize students who may be in an emergency or crisis situation, such as potential alcohol overdose, or falling down the stairs. They also learn how to deal with building emergencies (i.e., smell of gas). Ongoing training and assessment are done throughout the year. RAs, in turn, provide programming

and education to their student residents regarding fire safety and evacuation in the case of a fire throughout the year.

SHRL in collaboration with Emergency Management, Health & Safety (EMHS) organize fire evacuation drills at the beginning of each semester. Students participate after the alarm is triggered and experience evacuating the building and where to report to in case of a fire related emergency.

OFSM along with EMHS and Campus Planning & Development (CPD) offices also perform inspections of occupied student rooms for fire and life safety. Students receive tips on fire and life safety from these groups as inspections occur. The OSFM also shares tips to SHRL to share with their student residents.

Fire safety and extinguisher training is also available to employees, as requested. This training provides an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire-fighting. In addition, a hands-on opportunity to operate/extinguish, using a live-fire demonstration, is included in the training. Additional fire and life-safety training can be provided through a collaborative prevention partnership with Presidio of Monterey Fire Department.

Plans for Future Improvements in Fire Safety

Improvements to the fire safety system are in-progress. Funding has been secured to replace and upgrade fire alarm safety systems where needed, and will include for Summer 2020 Avocet and Sanderling Halls. Additional work approved and to commence to completed in Fall of 2020 and Spring 2021 will occur in the Promontory apartments, Strawberry Apartments, Pinnacles Suites, Vineyard Suites, and Frederick Park Communities. Promontory Apartments is scheduled to have electrical work to upgrade emergency lighting, and retorque all electrical system lugs. Promontory is also schedule between the months of August 2020, and November 2020 the application of fire stopping to wall penetrations. Promontory general safety maintenance is expected to include, the removal of plywood in IDF and Fire Alarm panel rooms and replace with rated material. The labeling of all fire alarm devices, and providing seismic annular space at water service through foundation.

Main Campus Housing is scheduled to have the roof replaced for Strawberry Apartments in Fall 2020. For Spring 2021 roof replace will take place for Cypress Hall, Asilomar Hall, and Willet Hall.

Within the Frederick Park Communities, work scheduled to be completed in Fall 2020 includes, new front doors and windows on the six of the community courts by November 2020, as well as tree clearance for fire line by the start of Fall 2020. Additionally, for the 2021 academic term roof repairs, including ventilation needs is scheduled to occur.

Maintenance of the system and integrated components is done on an as-needed basis. Annual inspections of the campus facilities have commenced and are performed by OFSM in collaboration with CPD and EMHS. CSUMB continues to monitor trends to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty and staff.²

Compiling Fire Statistics

The statistics listed provide an overall picture of fires occurring in each on-campus student residential facilities³ from

² Work to be completed is based upon availability of funding, and is subject to change should funding be approved or not approved.

³ CSUMB is a residential community that operates three apartment communities: Frederick Park I, Frederick Park II and Schoonover Park. Frederick Parks I and II are advertised and operated for student housing, whereas Schoonover Park typically houses CSUMB faculty and staff and educational partners. Although these are considered 'East Campus' by students, faculty and

January 1 to December 31 for 2017, 2018, and 2019. This report meets all reporting requirements as set forth in 34 C.F.R § 668.49. Fire statistics are updated by October 1 of each year.

It is the University's policy to ensure that fires on campus are reported and investigated for determination by a fire authority (e.g. fire marshal).

For each fire, CSUMB is required to disclose the following information:

- the cause of the fire
- the number of persons who received fire-related injuries that resulted in treatment at a medical facility
- the number of deaths related to that fire
- the value of property damage related to that fire

In addition to on-campus student residential housing facilities, CSUMB is required to disclose a description of each on-campus student housing facility's fire safety system.

Fire statistics concerning this campus and others can also be found on the Department of Education website. The statistics below are being provided as part of CSUMB's commitment to safety and security of our campus and facilities, and to comply with federal law.

Annual Security Report

The 2020 Annual Security Report for CSUMB and CSUMB at North Salinas is available at the following link:

<https://www.csumb.edu/cleryreport>.

The 2020 Annual Security Report for CSUMB at Cuesta College is available at the following link:

<https://www.csumb.edu/clerycuesta>.

staff; for statistical purposes, each community is considered on-campus since they are operated by CSUMB and are within the same reasonably contiguous geographic area. Frederick Parks I and II have always been included in the Residential Facilities category. However, Schoonover may or may not be included in the housing disclosure for any given year. As such, fires that occurred in any building structure that housed a student, whether or not it involved a student, have been included in the 2017, 2018, and 2019 disclosure. Any fires that occurred in Schoonover Park that did not occur in a building structure that housed a CSUMB student were omitted from the disclosure per regulation.

CAL STATE MONTEREY BAY CLERY FIRE DATA 2017 - 2019

Campus Housing Facility Fire Safety Systems

A majority of university buildings are equipped with automatic smoke detection and alarm systems which are constantly monitored by our contracted monitoring service. Refer to the chart below to review the Fire Safety Amenities in the CSUMB student housing facilities for information about fire detection, notification, and suppression systems in each residential facility.

Student Housing Facilities	Fire Alarm Monitoring Done On-Site	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan/Placards	# of Evacuation (Fire) Drills		
						2017	2018	2019
Main Campus								
Cypress Hall 6143 Fifth Ave Seaside, CA 93955	X	X	X	X	X	2	2	2
Asilomar Hall 3059 Divarty St Seaside, CA 93955	X	X	X	X	X	2	2	2
Willet Hall 6142 Fifth Ave Seaside, CA 93955	X	X	X	X	X	2	2	2
Manzanita Hall 3057 Divarty St Seaside, CA 93955	X	X	X	X	X	2	2	2
Yarrow Hall 3053 Divarty St Seaside, CA 93955	X	X	X	X	X	2	2	2
Avocet Hall 3043 Divarty St Seaside, CA 93955	X	X	X	X	X	2	2	2
Tortuga Hall 5105 Fifth Ave Seaside, CA 93955	X	X	X	X	X	2	2	2
Sanderling Hall 5101 Fifth Ave Seaside, CA 93955	X	X	X	X	X	2	2	2
Strawberry Apts 6013 Gen Jim Moore Blvd Seaside, CA 93955	X	X	X	X	X	2	2	2
Pinnacles Sts 6015 Gen Jim Moore Blvd Seaside, CA 93955	X	X	X	X	X	2	2	2
Vineyard Suites 6015 Gen Jim Moore Blvd Seaside, CA 93955	X	X	X	X	X	2	2	2
Promontory 400 8 th St. Marina CA, 93933	X	X	X	X	X	2	2	2
East Campus								
Fredrick Park I			X	X		N/A	N/A	N/A
Fredrick Park II			X	X		N/A	N/A	N/A
Schoonover Park			X	X		N/A	N/A	N/A

X = System is present within the residential facility.

N/A = Unable to perform because facility is housing

CAL STATE MONTEREY BAY CLERY FIRE DATA 2017 - 2019

Fire Statistics

Residential Facilities	Total Fires in Each Building			Cause of Fire			# of Injuries that Required Medical Treatment			Number of Deaths Related to a Fire			Value of Property Damage Caused by Fire*		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Main Campus															
Cypress Hall 6143 Fifth Ave Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asilomar Hall 3059 Divarty St Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Willet Hall 6142 Fifth Ave Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manzanita Hall 3057 Divarty St Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Yarrow Hall 3053 Divarty St Seaside, CA 93955	1	0	0	U,1	0	0	0	0	0	0	0	0	\$0-99	0	0
Avocet Hall 3043 Divarty St Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tortuga Hall 5105 Fifth Ave Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanderling Hall 5101 Fifth Ave Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strawberry Apts 6013 Gen Jim Moore Blvd Seaside, CA 93955	1	0	0	U,1	0	0	0	0	0	0	0	0	\$0-99	0	0
Pinnacles Sts 6015 Gen Jim Moore Blvd Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vineyard Suites 6015 Gen Jim Moore Blvd Seaside, CA 93955	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promontory 400 8 th St. Marina CA, 93933	1	1	1	U,1	U,1	U,1	0	0	0	0	0	0	\$0-99	\$0-99	\$0-99
East Campus Housing															
Frederick Park I	0	1	0	0	U,4	0	0	0	0	0	0	0	0	\$1,000-9999	0
Frederick Park II	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Schoonover Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Cause of Fire Legend:

U – Unintentional; I – Intentional; D – Undetermined

1 – Cooking; 2 – Smoking Materials, 3 – Open Flame; 4 – Electrical; 5 – Hazardous Products; 6 – Heating Equipment; 7 – Machinery/Industrial; 8 – Natural; 9 – Other

*Value in Dollars

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Location

Student Housing & Residential Life is located at 100 Campus Center, Student Center, Building 12E, Seaside, CA, 93955. Business hours are Monday through Friday from 8am to 8pm, excluding University holidays.

Contact Information

Important University Resources:

- Main Campus Student Housing 831-582-3378
- East Campus Student Housing 831-582-4802
- Police/fire/medical emergency 9-1-1
- 24-hour non-emergency 831-655-0268
- Business/information 831-582-3360
- Tip Line 831-582-4747
- On-Line Anonymous Tips csumb.edu/police
- Parking Citation Information 1-800-700-4417
- Night Walk 831-582-3573
- Police Records/Reports 831-582-3362

Web Resources

- Student Housing & Residential Life Staff Directory <https://csumb.edu/housing/staff-directory>
- CSUMB Police Department csumb.edu/police
- Clery Compliance Office csumb.edu/clery
- Daily Crime Log <https://csumb.edu/clery/daily-crime-log>
- Fire Safety Report <https://csumb.edu/housing/fire-log-fire-safety-report>
- Fire Incident Log <https://csumb.edu/housing/fire-log-fire-safety-report>
- Pay/Contest Parking Citation pmbonline.org
- Complete List of UPD Contact Numbers csumb.edu/police



California State University
MONTEREY BAY
Extraordinary Opportunity

Student Housing & Residential Life
100 CAMPUS CENTER, STUDENT CENTER, BLDG. 12E
TELEPHONE: (831) 582-3378; FAX: (831) 582-3523
<https://csumb.edu/housing>