

SAN FRANCISCO STATE UNIVERSITY

2017 ANNUAL FIRE SAFETY ACT REPORT



FIRE STATISTICS FOR 2014-2016



**SAN FRANCISCO
STATE UNIVERSITY**

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Campus Fire Safety Right-to-Know Act

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics, much as they already do with other safety statistics such as campus theft and assault. This information provides prospective and current students of the policies, concerns and fire safety conditions that are present at the institution in which they have applied or are enrolled.

Residential Life

We are committed to providing a comfortable living/learning environment which enhances the academic experience at SF State. Our community is composed of individual from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, sexual orientations, and gender identities.

Our activities, programs, classes, workshops, lectures, and everyday interactions are enriched by our acceptance of one another. We strive to learn in an atmosphere of positive interaction and mutual respect.

As adults, we are responsible for our behavior and are fully accountable for our actions. We take responsibility for our awareness of racism, sexism, ageism, xenophobia (fear of that which is strange or foreign), homophobia, heterosexism, and other forms of oppression.

The Residential Community is staffed with people who work to serve residents in a variety of ways. There are a number of students and full-time staff members who work in Residential Life specifically to make sure life outside of the classroom is supported.

Fire Drills and Safety

Fire alarm pull stations are located in public areas of the Residence Community. If you smell or see smoke or fire, go to a pull station and pull the lever to activate the building alarm. After pulling the lever, you must immediately evacuate the building and then call 9-1-1 or 415-338-2222.

To discourage false fire alarm pulls, protective covers have been installed over the fire alarm pull stations in some areas. To use the pull station, first pull up the cover. This will set off a local alarm in the pull station. This does not activate the building alarm. To activate the building alarm, you must then pull down the lever inside the protective cover.

In accordance with the University policy, a fire drill is conducted in every residence building each semester on day and evening shifts. Staff members take part in the drill and help evacuate the building. The purpose of these fire drills is to test the building fire alarm system and familiarize residents with the correct procedures should an actual evacuation be necessary. Evacuation procedures for each individual building are posted in the elevator lobby of each floor. Residents are advised to read the procedures so

they will know the location of all emergency exits in their building. Evacuation guidelines are also posted on the back of most resident room or apartment doors.

Additional fire safety information can be accessed here on the Residential Life website at:

<http://www.sfsu.edu/~reslife/firesafety.html>.

Fire Safety Training – Student Residents

Fire safety training for student residents starts before they reach campus and is ongoing throughout the year. When students sign up for on-campus housing they receive a packet in the mail before the school year begins. Included with the packet is literature that outlines fire safety policies and procedures.

Fire and Evacuation Information for Student Residents

At the First Indication of Fire:

1. Set off the nearest fire alarm. Do not try to fight the fire yourself.
2. Call 9-1-1 to report the fire from the nearest telephone.
3. Before passing through any closed doors, feel the door with your hand. DO NOT touch the doorknob. If the door is hot, DO NOT OPEN THE DOOR.
4. Before opening the door, brace yourself against the door and open it slightly. If heat or heavy smoke is present, close the door and remain in the room.
5. Leave the building immediately through the main fire exit indicated on the map displayed on the back of your room door and in the elevator lobbies of the building. DO NOT use the elevators. DO NOT assume a fire alarm is false. DO NOT stop to take valuables.
6. Because stairwells may also draw smoke, only designated fire exit stairwells should be used. The center stairwells in Mary Park and Mary Ward Halls are designed to provide adequate fire exit ventilation and should be used. These stairwells are safer than the end stairwells and should be used unless access to them is impeded. Residents of the Towers and the Village should use the end stairwells in case of a fire.
7. Remain away from the building in the assembly area until the Police Department, Fire Department or senior staff members give the all clear.
8. Follow instruction of the University Police Department and University officials at all times.

Residents who do not immediately evacuate the building during a fire alarm are subject to disciplinary action.

If you are trapped in Your Room/Apartment during a Fire:

1. Keep low to the floor if there is smoke in the room. The majority of oxygen is present near the floor.
2. Place a towel at the base of the door to prevent smoke from entering the room.
3. Attract the Fire Department's attention by hanging an object (bed sheet, jacket, etc.) out of the window.
4. Call the University Police Department by dialing 9-1-1 (from a hard-wired phone) or 415-338-2222 immediately and report your situation. Be sure to give the name of your building and your room number.

There are two (2) rescue assistance areas located on the 4th floor of Mary Park Hall designed for residents with mobility issues who may not be able to easily evacuate the building. These rescue assistance areas are equipped with a magnetic fire door to block smoke and heat and an intercom system which connects anyone inside to the University Police Dispatcher. If you are a resident with a mobility condition which limits your ability to easily evacuate the building, you may use these two (2) rescue assistance areas to call for help.

Fire Safety Training – Professional Staff

University Housing Staff (Including Resident Assistants) attend bi-annual training sessions, in which fire/life safety procedures are discussed along with other emergency preparedness topics. This training is presented by the department of Residential Life in consultation with the campus department of Environmental Health and Safety. Special building related concerns are discussed in this forum and then those topics are passed to the building occupants through floor/section meetings that are held on regular intervals. If an event takes place in one of the Residence Halls where the fire alarm was activated, each Resident Assistant talks about that incident with their group of students to use it as a learning opportunity and to hopefully deter a repeat of that event if there were any issues.

Fire and Evacuation Information for Professional Staff

Actions to take if you discover a Fire

At the first indication:

1. Safeguard life and isolate the fire.
2. Close all doors on your way out of the room. DO NOT LOCK DOORS.
3. Report fire and/or smoke by activating the nearest fire alarm.
4. Call the University Police Department by dial 9-1-1 (from a hard-wired phone) or 415-338-2222.
5. Slowly, state "I want to report a fire". Give your location (building, floor, and room number).
6. DO NOT ATTEMPT to fight a fire alone. Report the fire immediately to 9-1-1 (from a hard-wired phone) or 415-338-2222. Firefighting should be delegated to trained firefighters. The possible exception would be a minor fire which could be extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher.
7. Direct those persons in the immediate vicinity to assist in the fire in the fire containment and to notify the Building Emergency Coordinator.
8. Beware of special hazardous materials requiring special firefighting precautions.
9. When the building evacuation/fire alarm is sounded or when you are told to leave by police personnel or by the Building Emergency Coordinator walk quickly to the nearest marked exit and alert others to do the same.
10. ASSIST those persons who are disabled in exiting the building! Do not use elevators during a fire.
11. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor. Smoke is the greatest danger in a fire so stay near the floor where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

Description of Residence Halls with Fire/Life Safety Improvements

Below is a description of each On-Campus Student Facility and Fire Safety System.

Mary Ward Hall (800 Font Blvd. San Francisco CA, 94132)

Mary Ward Hall is a six (6) story residence hall constructed in 1960. The building contains 421 students, 11 Resident Assistants (RA) and 1 shared (with Mary Park Hall) Area Coordinator (AC) and 1 Residential Coordinator (RC). The building has a front desk attendant 24 hours a day, 7 days a week. There is a sprinkler system in each of the janitor closets. The occupant rooms contain smoke detectors connected through a Simplex system that report directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations.

Mary Park Hall (802 Font Blvd. San Francisco CA, 94132)

Mary Park Hall is a six (6) story residence hall constructed in 1960. The building contains 421 students, 11 Resident Assistants, and 1 shared (with Mary Ward Hall) Area Coordinator (AC) and 1 Residential Coordinator (RC). The building has a front desk attendant 24 hours a day, 7 days a week. There is a sprinkler system in each of the janitor closets. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations. There are 2 rescue assistance areas located on the 4th floor of Mary Park Hall designed for residents with mobility issues who may not be able to easily evacuate the building.

Towers Jr. Suites (Living Learning Community formerly STTC) (798 Font Blvd. San Francisco CA, 94132)

The Towers Jr. Suites is a five (5) story residence hall with (3) occupant floors constructed in 1991. The building contains 100 students, 3 Resident Assistants (RA) and 1 shared Area Coordinator (AC) (for both TCS-TJS) and 1 Residential Coordinator (RC). The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations.

Towers at Centennial Square (TCS) (796 Font Blvd. San Francisco CA, 94132)

The Towers at Centennial Square (TCS) is a 15-story residence apartment building with (14) occupant floors constructed in 1991. The building contains 550 students, 22 Resident Assistants (RA), 1 shared Area Coordinator (AC) (for both TCS-TJS) and 1 Residential Coordinator (RC). The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a

week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevators and elevator landings each have a smoke detector. Each floor of occupant rooms has one Resident Assistant (RA) to assist in emergencies and with evacuations. (The 14th floor RA is responsible for the 15th floor emergencies and evacuations).

Village at Centennial Square – Bldg. A/B (750 Font Blvd. San Francisco CA, 94132)

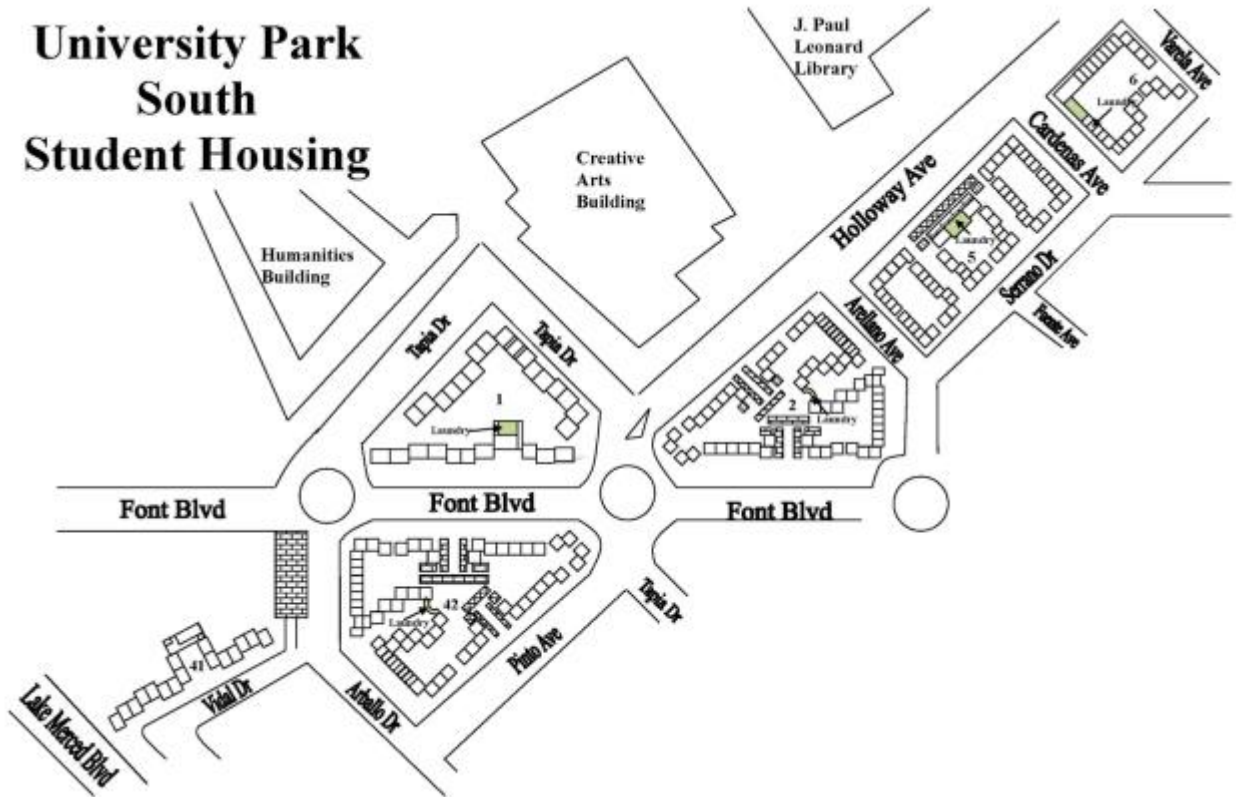
The Village at Centennial Square – Bldg. A/B is a 6-story residence apartment building constructed in 1999. The building contains 605 students, 17 Resident Assistants (RA) and 1 shared Area Coordinator (AC) (for Village A/B & C) and 1 Residential Coordinator (RC) (for Village A/B). The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has 1 Resident Assistant (RA) to assist in emergencies and with evacuations. Several floors have additional RA staffing.

Village at Centennial Square – Bldg. C (750 Font Blvd. San Francisco CA, 94132)

The Village at Centennial Square – Bldg. C is 4 story residence apartment building constructed in 1999. The building contains 124 students, 4 Resident Assistants (RA), 1 shared Area Coordinator (AC) (for Village A/B & C) and 1 Residential Coordinator (for Village C). The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has 1 Resident Assistant (RA) is available to assist in emergencies and with evacuations. (The 2nd floor RA is responsible for emergencies and evacuations on the 1st floor).

University Park South

University Park South is a community of 6 blocks comprised of 2-story residence garden townhomes constructed in 1950. The community contains 400 students, 4 Resident Assistants (RA), 1 shared Area Coordinator (AC) (for Village A/B & C) and 1 Residential Coordinator (for Village C). The occupant rooms contain independent local smoke detectors. There are limited shared common spaces which include courtyards, carports, and laundry rooms of which the latter contain independent local smoke detectors. Each block has 1-2 Resident Assistants (RAs) available to assist in emergencies and with evacuations.



University Park North

University Park North is 14 block community constructed in 1950. The community contains 2-story flats, 3-story garden-level apartments and 4 residential towers. The community contains 1100 students, 19 Resident Assistants (RA), 1 shared Area Coordinator (AC) and 2 Residential Coordinators. The buildings have a limited fire sprinkler system. All occupant rooms contain local, hardwired smoke detectors. The garden level buildings have a local fire alarm system (not connected to a monitoring service or UPD). The 4 residential towers' common corridor areas and lobbies contain hardwired smoke detectors that are connected to an Edwards system that reports directly to the main fire alarm control panel which is monitored by a central monitoring agency that contacts the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. Resident Assistants (RAs) are assigned a cohort of approximately 50 residents to assist in emergencies and with evacuations.



Residence Hall	Number of Beds	Sprinkler	Fire Drills	Fire Extinguishers	Fire Alarm	Smoke Detector in each Residence Hall Room tied to Main FACP	Smoke Detector in Each Residence Hall Room 120v/battery Back-up
Mary Ward Hall	421	*Yes	3	Yes	Yes	Yes	No (see note)
Mary Park Hall	421	*Yes	3	Yes	Yes	Yes	No (see note)
Towers JS	100	Yes	3	Yes	Yes	Yes	Yes
TCS	550	Yes	3	Yes	Yes	Yes	Yes
Village – A/B	605	Yes	3	Yes	Yes	Yes	Yes
Village – C	124	Yes	3	Yes	Yes	Yes	Yes
UPN	1100	*Yes	4	Yes	Yes	Yes	Yes
UPS	400	*No	4	Yes	Yes	No	Yes

*Mary Ward Hall, Mary Park Hall, UPN and UPS do not have fire sprinklers inside of the occupant rooms. All other rooms in these buildings have fire sprinklers. The grandfather clause was applied to these buildings for compliance with current building and fire codes.

Policies and Rules

General

No flammable material is allowed on room doors, a small approved message board may be used. Furniture and other items may not be placed inside the doorway (including hanging beads, drapes, etc.) that impede entrance to or exit from the room. Fire suppression sprinkler heads must remain unobstructed and must not be tampered with at all times. No items may be hung from or stored closer than 18" from any sprinkler head. Fire code 1988 UBC, Section 3305h1 requires doors to be self-closing. The California State Fire Marshall requires that no doors be propped open with any object or dismantling of any door-closing device.

Electrical Appliances

- UL-approved automatic electrical coffee makers are permitted.
- UL-approved irons and hair dryers are permitted.
- Household-size refrigerators are not permitted in the Residence Community unless provided to you in your apartment. However, small (5.5 cubic feet or smaller) units are permitted.

- Microwaves are permitted.
- UL-approved popcorn poppers with a contained heating element and an automatic turn-off feature are permitted.
- UL-approved toasters are permitted with the apartment community only.
- No other electrical cooking appliances are permitted.

Open Flames

In accordance with California State Fire Codes open flames are prohibited. The burning of candles, incense or any other item requiring an open flame is prohibited. Requests may be made with the Area Coordinator for special purposes that may require the use of an open flame.

Smoking

SF State is a smoke-free campus. Pursuant to the California State University Chancellor's Executive Order (see <https://www.calstate.edu/eo/EO-1108.pdf>) and California State law, smoking is prohibited in all state buildings. Additionally, University Executive Directive #15-40 makes SF State a Smoke-Free Campus (see [UED #15-40.pdf](#)). Smoking is not permitted in any location (student room or common area) in or around the Residence Community. Smoking is prohibited on University owned or leased property except for in officially posted designated smoking areas.

Tampering with Building Fire Alarm Systems

It is against State Law to tamper with any part of a building fire alarm system, including smoke detectors, fire hoses or extinguishers. Any person activating a false fire alarm or violating any provision of the State Fire Law is subject to University disciplinary action, (revocation of his/her Housing License and/or other formal disciplinary measures), and criminal prosecution. Pulling a FALSE fire alarm as a prank will result in resident eviction.

Campus Fire Statistics 2014 through 2016

San Francisco State University Main Campus												
	Village at Centennial Square			Towers at Centennial Square			Towers Jr. Suites			Mary Park Hall		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Unintentional Fire	0	0	0	0	1	0	0	0	0	0	0	0
Cooking	0	0	1	0	0	0	0	0	0	0	0	0
Smoking Materials	0	0	0	0	0	0	0	0	0	0	0	0
Open Flame	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Products	0	0	0	0	0	0	0	0	0	0	0	0
Machinery / Industrial	0	0	0	0	0	0	0	0	0	0	0	0
Natural	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Intentional	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	0	1	0	0	0	0	0	0	0

	Mary Ward Hall			University Park North			University Park South		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Unintentional Fire	0	0	0	0	0	0	0	0	0
Cooking	0	0	0	0	0	0	0	0	0
Smoking Materials	0	0	0	0	0	1	0	0	0
Open Flame	0	0	0	1	0	0	0	0	0
Electrical	0	0	0	0	0	1	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0
Hazardous Products	0	0	0	0	0	0	0	0	0
Machinery / Industrial	0	0	0	0	0	0	0	0	0
Natural	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Intentional	0	0	0	0	1	0	0	0	0
Undetermined	0	0	0	1	0	0	0	0	0
Total	0	0	0	2	1	2	0	0	0

The SFSU 2017 Jeanne Clery Act Annual Security report is located at this link:

http://upd.sfsu.edu/sites/default/files/assets/clery/SF_State_Annual_Security_Report.pdf