

FIRE SAFETY IN UNIVERSITY COURTYARD STUDENT HOUSING

ON-CAMPUS STUDENT HOUSING AND FIRE SAFETY SYSTEMS

California State University, Fresno in conjunction with University Courtyard has a total of 768 units and 1150 bed spaces available for on-campus housing. Each unit is equipped with fire detection systems, including smoke detectors and pull stations. Additionally, there is an evacuation and annunciation system on each building.

HEALTH & SAFETY CHECK PROCEDURE

Health and Safety checks are performed once a semester by the Residential Life staff to find and eliminate safety violations. Students will be informed at least 24-hours prior to the scheduled check, however, in an emergency no notice will be given. Students are required to read and comply with the Fresno State University Courtyard student handbook guidelines, which include H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, smoke detectors, and the presence of prohibited items (e.g. sources of open flame, such as candles; non-surge protected extension cords; halogen lamps) or prohibited activity (e.g. smoking in the room; tampering with fire safety equipment). This assessment will also include a general assessment of food and waste storage and cleanliness of the room.

MANDATORY FIRE DRILLS AND PROCEDURES FOR EVACUATION

Fire drills in University Courtyard were conducted each semester during the academic year (2 times a year). In 2016, fire drills were conducted on January 25-28th and August 29-September 2nd. All residents must evacuate their room, suite and building area immediately during the sounding of a fire alarm or upon the direction of a University Courtyard staff member. The University Courtyard evacuation assembly point is in Parking Lot P27. Attempting to re-enter a building area without permission from University or Housing staff is prohibited. Referral to the University Courtyard conduct system or to University Police for criminal/legal action may also be some of the consequences for failing to comply with the evacuation policy.

Fire Drills

Date	Type	Location
Monday, January 25, 2016	Fire Drill-Unannounced	Graves, Aspen/Ponderosa
Tuesday, January 26, 2016	Fire Drill-Unannounced	Atrium, Sycamore
Wednesday, January 27, 2016	Fire Drill-Unannounced	Baker, Birch
Thursday, January 28, 2016	Fire Drill-Unannounced	Homan Cedar/Sequoia
Monday, August 29, 2016	Fire Drill-Unannounced	Sycamore, Baker
Tuesday, August 30, 2016	Fire Drill-Unannounced	Cedar/Sequoia, Aspen/Ponderosa
Wednesday, August 31, 2016	Fire Drill-Unannounced	Homan
Friday, September 2, 2016	Fire Drill-Unannounced	Graves, Atrium, Birch

Reportable Fires

Date	Incident	Location	Cause	Value of Property
January 31, 2016	Burning Candle in room	Baker 241	Burning Candle	N/A
March 18, 2016	Burning Candle in room	Baker 228	Burning Candle	N/A
April 23, 2016	Tiki Torches burning on Patio	Sycamore 338	Tiki torches being used	N/A
October 10, 2016	Burning Candle in Room	Baker 230	Burning Candle	N/A

HOUSING POLICIES

University Courtyard has policies and regulations that give clear direction to residents who live on campus. A portion of the policies pay particular attention to fire and life safety issues. The policies are outlined below:

CANDLES/INCENSE/OPEN FLAMES: Because of fire marshal regulations, candles in any form are prohibited in University Courtyard. Open fires, including burning candles and activities potentially dangerous to property or disruptive to the community, such as incense and aromatic oils are also prohibited within University Courtyard. All items (including candles) will be confiscated and violators of any of these policies are subject to disciplinary and/or legal action.

COOKING: Fire regulations require that certain cooking appliances not be permitted in rooms or suites except for the microfridge provided by University Courtyard. For safety reasons, any resident found using any prohibited cooking items will have the item(s) confiscated. Please consult the Facilities policies—Appliances section to see what is permitted.

EXPLOSIVES/FIREWORKS: Discharging firecrackers, fireworks, projectiles or any explosive device. Violations of this include, but are not limited to, discharging or in anyway attempting to discharge types of manufactured or homemade fireworks or flaming projectiles including cannons or bottle rockets inside or adjacent to University Courtyard. The size of the explosive is irrelevant. Violations of this policy may result in the termination of your housing license upon the first offense.

FACILITY POLICIES:

- **APPLIANCES:** Electrical devices such as stereos, TVs, hair dryers, coffee pots, air popcorn poppers, rice cookers, blenders and personal computers are permitted, if they are UL approved and portable. Space heaters and cooking appliances (examples: hot plates, toasters and any appliance with an open heating element) are NOT permitted.
- **BALCONIES/PATIOS:** NO SMOKING! No personal items, trash, or bikes may be kept on the balconies. No BBQs are permitted on the balconies, sidewalks or grass. Anyone in violation of these policies will have the bike, furniture or BBQ confiscated and returned at check-out. Lawn furniture may be brought onto the patios.
- **CEILINGS:** You may not display any type of wall hangings, flags or posters on the ceiling. This is a fire hazard. During health and safety inspections you will be required to remove them. If not removed by resident in the time stipulated, Housing reserves the right to remove them.
- **FIRE EQUIPMENT:** Tampering with fire equipment, e.g. fire alarms, extinguishers and smoke detectors is a violation of University Courtyard policies. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires. Violations of this policy may result in the termination of your housing license upon the first offense.

FIRE ALARMS/DRILLS/EVACUATION: Fire drills will be held periodically. Please note that all rooms are checked as a standard evacuation procedure and that all University policies are enforced during this time. You are REQUIRED to leave the building whenever the fire alarm is sounded. Residents with disabilities are cleared from their room first. Staff is directed to knock on the door first, then key into every room. Failure to evacuate may subject you to criminal prosecutions, fines and/ or disciplinary action. In the event of a fire alarm/drill, all residents are required to report to Lot P27. It is important for all residents and staff to evacuate immediately to designated areas in order for Residential Life Staff and emergency personnel to be able to determine if halls have been evacuated.

FIRE EXTINGUISHERS AND EQUIPMENT: All residence halls are equipped with fire extinguishers which are to be used in the event that a minor fire should occur. If you find a fire extinguisher that is not in its proper

place, please notify a member of the Residential Life Staff. Tampering with extinguishers is a \$50 fine. False alarms, removal or unnecessary discharge of fire extinguishers, propping doors and removal of exit signs compromise the safety of the residence halls. Residents found engaging in the above listed activities may be dismissed from the residence halls. Other fire safety violations will be dealt with through the disciplinary process. Whenever a smoke detector alarm sounds, it is important to determine whether or not a fire emergency exists. If one does, or if it cannot be determined because the door to the room is locked, then immediately pull a fire alarm located in the center and at the end of every hallway. An alarm will sound throughout the building and the University Police will be notified automatically. Smoke detector alarms sound only in the room where they are activated, so you must pull a fire alarm to notify the University Police and the hall residents if there is a fire. Fire alarm pull boxes are located throughout the complex. You should become familiar with their locations. Once a fire alarm is pulled, it is the responsibility of each resident to evacuate their residence hall when the alarm sounds or be subject to criminal prosecution, fine and/or Residence Hall disciplinary action. Tampering with a smoke detector or a fire alarm is a \$100 fine. Certain items are not allowed on University Courtyard premises because of the fire hazard they pose to residents. For a list of prohibited items, please see inside front cover.

FIRE SAFETY: It's up to you to keep your living areas safe and prevent fire hazards. Always use a surge protector when plugging in multiple cords, especially computers or laptops. Use caution when cooking or utilizing the kitchens located in the community style halls.

HEALTH & SAFETY INSPECTIONS: University Courtyard Staff, together with RLS staff, will check resident rooms to ensure that all health and safety requirements are being met. These checks are scheduled once per semester. Typically, you are informed at least twenty-four hours in advance of a room check, unless an emergency arises, when no notice may be given. During the wet and cold months, facilities may be entering rooms to check for any mold issues. In addition, room checks are done during periods such as Winter Recess and Spring Recess. See University Courtyard Policies section for more information.

SMOKE DETECTORS: All resident rooms are equipped with smoke detectors. If your smoke detector needs maintenance, notify staff immediately by filling out a Facility Service Request at the Atrium Desk. If a smoke detector emits a low battery beep, fill out a Facility Service Request form at the Atrium Customer Service Desk so the battery can be replaced.

SMOKING AND TOBACCO POLICY: As of April 1, 2003, California State University, Fresno adopted a smoke-free campus policy and allotted for designated smoking areas on campus. This policy applies to all University facilities, owned or leased, regardless of location, athletic facilities, the amphitheater, and all state and auxiliary vehicles. This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events. University Courtyard, in conjunction with the University, has designated three (3) areas of University Courtyard where smoking (including electric cigarettes) is permitted. They are: table located outside on the north side of the Atrium; table located outside to the south of Birch and north of Cedar; and tables located outside between Graves and Homan next to the BBQs. Students found smoking in other areas (including their rooms) may be subject to disciplinary action. Because of the potential fire hazards of smoking tobacco in pipes and hookahs, they are not allowed in University Courtyard and will be confiscated.

TRAINING

University Courtyard facilitates training for the Resident Advisors (RAs), Public Safety Assistants (PSAs), Assistant Resident Directors (ARDs) and Resident Directors (RDs), as well as all other housing staff members.

Yearly staff training covers:

- Fire extinguisher training
- Fire alarm evacuation procedures
- Fire alarm reset procedures

- Business Continuity Plan (BCP) procedures

CONTACT INFORMATION FOR REPORTING A FIRE

University Courtyard Housing Office: (559) 278-2677

University Police: (559) 278-8400

FUTURE IMPROVEMENT OF FIRE SAFETY

University Courtyard will make improvements to on-campus student housing fire safety systems when necessary.