

The Jeanne Clery Act Fire Safety Report for Campus Housing 2017

**Report based upon statistics and information for the period of January 1 through
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FIRE SAFETY REPORT FOR CAMPUS HOUSING

This report contains information related to fire safety in campus housing at Humboldt State University (HSU), in accordance with the requirements of the Higher Education Opportunity Act of 2008. This report is created annually and published by Housing, relying on information provided by collaborative partners, including but not limited to, the HSU Police Department, HSU Housing & Residence Life staff, and the Arcata Fire Department.

Fire statistics for the calendar year 2016 are listed at the end of this report.

The HSU Police Department (HSUPD) maintains the campus fire log as well as the crime log which are available 24 hours a day, seven days a week from the UPD counter. Additionally, HSUPD maintains and publishes the statistics for crime as required by the Jeanne Clery Act, published as the Annual Security Report. This report can be found at the following direct link:

http://humboldt.edu/police/Downloads/clery_crime_report.pdf, or from the University Police Department's home page at <http://humboldt.edu/police/>, in the Police Index under "Clery Act Report."

Fire alarms Systems in Housing & Residence Life

Campus Apartments

The Campus Apartments complex is a residence hall facility, comprised of one building has four levels. The fire system consists of fire alarms, smoke detectors, and fire extinguishers. The fire extinguishers are located throughout each building on each level. The fire alarm system is activated by manual pull stations on the ends of each level and smoke detectors throughout the building. The fire alarms and smoke detectors report to the University Police Department central station, as well as having audible alarms.

Canyon

The Canyon complex is a residence hall facility, comprised of eight buildings; Alder, Cedar, Chinquapin, Hemlock, Madrone, Maple, Pepperwood, and Tan Oak, each having four levels. The fire system consists of fire sprinklers, fire alarms, smoke detectors, heat detectors and fire extinguishers. The fire extinguishers are located throughout each building on each level. The fire alarm system is activated by manual pull stations and heat detectors located throughout the buildings. Both the fire sprinkler and fire alarm systems report to the University Police Department central station, as well as having audible local alarms. Stand-alone smoke detectors in the resident bedrooms and end-suites provide local alarm notification and do not report to the University Police Department, except the Madrone fire alarm system, which has an addressable system.

College Creek

The College Creek complex is a residence hall facility, comprised of nine total buildings: Mendocino, Trinity, Shasta and Del Norte halls are two buildings each having three levels and connected by exterior walkways on levels two and three, and one multiple level Market Place and Community center building. The fire system consists of fire sprinklers, fire alarms, smoke detectors and fire extinguishers. The fire extinguishers are located throughout each building on all levels. The fire alarm system is activated by manual pull stations or smoke detectors located throughout the buildings. The fire alarms, fire sprinklers, and smoke detectors report to the University Police Department central station, as well as

having audible alarms. Fire suppression systems are located on each of the two hoods in the first level of the Market Place.

Creekview

The Creekview complex is a residence hall facility, comprised of five buildings. Fern, Willow, Juniper, and Laurel are four story buildings, and Creekview Community Center is a single story structure. The fire system consists of fire alarms, fire sprinklers, smoke detectors and fire extinguishers. The fire extinguishers are located throughout each building on each level. The fire alarm system is activated by manual pull stations located throughout the buildings. Both the fire sprinkler system and the fire alarm system report to the University Police Department central station, as well as having audible local alarms. Stand-alone smoke detectors in the resident bedrooms provide local alarm notification and do not report to the University Police Department.

Cypress

The Cypress complex is a residence hall facility, comprised of nine levels that follow the contour of its hillside location. The fire system consists of fire alarms, smoke detectors, heat detectors and fire extinguishers. The fire extinguishers are located throughout each building on each level. The fire alarm system is activated with manual pull stations and smoke and heat detectors. The fire alarms, smoke and heat detectors report to the UPD central monitoring station, as well as having audible local alarms. The fire sprinkler system is located in limited locations on the first level.

Redwood

The Redwood complex is a residence hall facility, comprised of one building has three levels. The fire system consists of fire alarms, heat detectors, and fire extinguishers. The fire extinguishers are located throughout each building on each level. The fire alarm system is activated by manual pull stations located throughout the building and heat detectors located in kitchens and laundry rooms. The fire alarm system reports to the University Police Department central station, as well as having audible local alarms. Stand-alone smoke detectors in the resident bedrooms provide local alarm notification and do not report to the University Police Department.

Sunset

The Sunset complex is a residence hall facility, comprised of one building has three levels. The fire system consists of fire alarms, smoke detectors, heat detectors and fire extinguishers. The fire extinguishers are located throughout each building on each level. The fire alarm system is activated with manual pull stations and smoke and heat detectors. The fire alarms, smoke and heat detectors report to the UPD central monitoring station, as well as having audible local alarms.

Cogeneration Plant

The Cogeneration Plant is comprised of one building housing the cogeneration plant. The fire system consists of a fire alarms, heat detectors, and fire extinguishers. The fire extinguishers are located throughout the plant. The fire alarm system is activated by heat detectors located in the plant. The fire alarm system reports to the University Police Department central station, as well as having audible local alarms.

Welding and Grounds Shop

The Welding and Grounds Shop is comprised of one building housing the grounds and welding shops. The fire system consists of fire extinguishers located throughout the building.

Jolly Giant Building

The Jolly Giant Commons building consists of student recreation areas, administrative offices, and dining facilities, and is comprised of one building having four levels. The fire system consists of fire sprinklers, fire alarms, kitchen hood fire suppression systems, and fire extinguishers. The fire extinguishers are located throughout the building on each level. The fire alarm system is activated by manual pull stations and detectors located in various locations throughout the building. The fire sprinkler system is located in limited locations. Dry stand pipes with fire department connections are located in the southeast and northwest stairwells. Both the fire sprinkler and fire alarm systems report to the University Police Department central station, as well as having audible local alarms. Fire suppression systems are located on each of the three kitchen hoods on the third level.

Fire Safety Systems – Housing & Residence Life Facilities

Facility	Fire Alarm Monitoring Done on Site (by UPD)	Partial *1 Sprinkler System	Full **2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills each calendar year
Alder Hall, 280 Canyon Fire Ln	X		X	X	X	X	2
Cedar Hall, 263 Canyon Fire Ln	X		X	X	X	X	2
Chinquapin Hall, 220 Canyon Fire Ln	X		X	X	X	X	2
Hemlock Hall, 210 Canyon Fire Ln	X		X	X	X	X	2
Madrone Hall, 204 Canyon Fire Ln	X		X	X	X	X	2
Maple Hall, 160 Canyon Fire Ln	X		X	X	X	X	2
Pepperwood Hall, 155 Canyon Fire Ln	X		X	X	X	X	2
Tan Oak Hall, 140 Canyon Fire Ln	X		X	X	X	X	2
Cypress Hall, 271 Granite Ave	X	X		X	X	X	2
Juniper Hall, 3028 Granite Ave	X		X	X	X	X	2
Laurel Hall, 3023 Granite Ave	X		X	X	X	X	2
Willow Hall, 3035 Granite Ave	X		X	X	X	X	2
Fern Hall, 3047 Granite Ave	X		X	X	X	X	2
Redwood Hall, 250 Redwood Fire Ln	X			X	X	X	2
Sunset Hall, 2150 Sunset Ct	X			X	X	X	2
Campus Apts, 335 Laurel Dr	X			X	X	X	2
Trinity Hall, 1681 Rossow	X		X	X	X	X	2
Mendocino Hall, 1691 Rossow	X		X	X	X	X	2
Shasta Hall, 341 Harpst St	X		X	X	X	X	2
Del Norte Hall, 351 Harpst St	X		X	X	X	X	2

*1 Partial Sprinkler System is defined as having sprinklers in the commercial laundry area and maintenance stock rooms on the first level.

**2 Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Fire Safety & Evacuation Procedures for Housing:

The “*Residence Life & You Handbook 2016-17*”, which is distributed and updated annually, is the recognized policy document for Housing regarding the following information:

Safety Checks

We conduct safety checks of each resident room during winter break to assure items are unplugged and there are no potential fire or safety hazards in unoccupied rooms. An informational memo will be sent out to residents to your Humboldt email address a few weeks prior to the break period. This memo will instruct residents of procedures that should be followed in preparation for the break.

Emergency Information Card

Located on the back of your room door is an Emergency Information Card. This card provides you with important safety and evacuation information. Be sure to familiarize yourself with this emergency information and learn where all exits are located. Do not tamper with or remove this card. If this card is missing from your room please contact the Housing Front Desk.

Smoking/Incense/Candles

Smoking is not permitted in the residence hall facilities at any time. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other lighted smoking product, including electronic cigarettes. Violations of the smoking policy are subject to a \$25 charge. Smoking on campus is permitted only in designated smoking areas. Seven of these designated areas are in the vicinity of the residence halls. Please refer to Humboldt’s web page for specific locations around campus: www.humboldt.edu/humboldt/images/uploads/campusmap.pdf.

As a result of California state law and HSU policy, smoking outside of the facilities may ONLY take place in designated smoking areas and if you are 21 and older. Smoking is only permitted in the gazebos provided in Campus Apartments, the Canyon, Creekview, and the Hill quad. Smoking is also permitted in designated areas in College Creek, behind Sunset Hall, the large planter behind Cypress Hall and by the Cypress basketball court located behind Cypress Hall East. Additionally, smoking is not permitted in the breezeways and stairwells in Campus Apartments, Creekview, Cypress, College Creek, JGC, on patios in Cypress and College Creek and on or around the walkway stairs in the Canyon.

Fire Alarm Procedures & Fire Safety

To help minimize the risk of fire in our residence halls, we have set in place some policies and guidelines, such as no candles, incense, or smoking in the halls and no tampering with fire alarm equipment. Additionally, at the beginning of each semester we conduct fire alarm drills in all of the residence halls, and regardless of the time of day or night we require residents to evacuate whenever the fire alarm sounds. It is important that each fire alarm is treated as real, as time is of the essence during a fire. Additionally, to ensure compliance with the mandatory evacuation of the building during a fire alarm, housing staff conducts room checks after every fire alarm. Feel the door for temperature (use the back of your hand). If the door is hot, do not open it

1. Close the windows
2. If you cannot leave the room, stay calm
 - a. call 911 to notify authorities of your location
 - b. stuff wet sheets or clothing under doors
 - c. hang a sheet out the window or shout to attract attention
3. If you leave the room, close the door behind you

- a. stay low to the ground if smoke is present
 - b. move quickly, but do not run
 - c. take a towel to avoid smoke inhalation
4. Do not re-enter the building until permitted to do so by a staff member

Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property and will be grounds for removal from the residence halls, a fine and possible criminal charges. All residents will be expected to evacuate the residence hall if the fire alarm sounds. Smoke and heat detectors in student rooms and common areas must be kept in working order. It is essential to report any malfunctions to the Housing Office immediately.

Appliances

Appliances such as clocks, lamps, hair-dryers, computers, stereos, televisions, and the like are permitted in student rooms and public areas of the facilities, provided the resident ensures the following: appliances are UL-approved; the wiring of appliances is safe; appliances are turned off when not in use; and requests from other residents or staff regarding noise from appliances are respected.

Items such as electric coffee pots, small refrigerators (under 4 cubic feet) and microwaves are the only other appliances that may be used in bedrooms. Appliances such as electric frying pans, Coleman stoves, toaster ovens, full-sized refrigerators, irons, and any appliance with an exposed heating element are not permitted in bedrooms. The kitchens in each facility should be used for any cooking needs.

Space heaters and other such heat-producing appliances are fire safety hazards and are not permitted in the facilities at any time. Irons are heat producing and therefore considered a fire safety hazard. You can only use irons in laundry rooms. Dehumidifiers and electric blankets are also prohibited in the residence halls.

Candles, Barbeques & Incendiary Products

Candles, barbecues, torches and other such incendiary products (e.g., incense, fire poi, etc.) are fire safety hazards and may not be used inside of the facilities. Any candle found burning or with a burnt wick will need to be placed in storage for the remainder of the academic year and the resident will be fined \$25. If you have questions about this, please ask a CA before you bring a candle into your room.

Public barbecue areas are provided on the Canyon lawn, Cypress lawn, Creekview picnic areas, the Hill Quad, and at the College Creek patio area for use by residents. Residents who wish to use their own barbecues or hibachis may do so if such items are used at least 25 feet from the nearest building and if reasonable fire/safety precautions are followed. Note: the Cypress patios do not meet the 25 foot requirement.

Flammable liquids such as lighter fluid, gasoline, and charcoal starter may not be stored in or adjacent to any facility but can be stored at the Housing Grounds shop by contacting the Grounds office at (707) 826-5514. Access to stored items will be by appointment only. In order to access stored items after work hours, contact the Information Desk.

Fire & Safety Regulations

Fire safety equipment installed in the halls is for use only in emergency situations. Tampering with and/or covering any such equipment – including fire extinguishers, fire alarm pull stations, fire alarm

horns, fire hoses, nozzles, smoke detectors, heat detectors or any other equipment – is a threat to life and is strictly prohibited.

Pulling a false fire alarm or intentionally exiting a building through a fire exit when there is no emergency can be grounds for immediate removal from the residence halls.

Residents are required to evacuate a facility any time the fire alarm in that facility sounds. Residents are required to evacuate a facility under other circumstances (e.g., such as a bomb threat, flood, etc.) when requested to do so by any university staff member. Because the fire alarm system is not used to evacuate facilities under circumstances such as a bomb threat, it is important that residents be aware of the requirement to evacuate when instructed to do so. Residents who fail to evacuate during a fire alarm or when instructed to do so by a staff member or who tamper with a smoke detector will be subject to disciplinary action, including a \$50 fine and possible criminal charges. Housing staff will conduct room checks after every alarm to ensure all residents have evacuated.

To ensure emergency vehicle access to facilities, driving or parking in the Hill Quad is prohibited. Driving or parking in Campus Apartments, Canyon, College Creek, or the Hill access lanes or other access roads adjacent to the residence hall facilities is prohibited. Specific designated areas will be available when moving in or out of the halls (20 minute maximum loading/unloading time). Vehicles left unattended are subject to towing or fines.

Residents must keep balconies clear of obstructions such as screens, bamboo or other coverings that block the view for safety personnel draperies, tapestries, blankets or posters which are displayed on walls, ceilings, and doors in a manner which could facilitate ignition, block exits or fire detection units or present overhead fire hazards are not permitted. Draperies may not hang suspended from the doorway. Tapestries may not touch a light fixture, block a ceiling sprinkler or hang more than 16 inches from the ceiling. Draperies (non-housing issued) must be made of fire resistant material.

Evacuation Procedures

The following procedures are from the *“HSU Residence Life Student Staff Training Manual,”* which is updated annually and distributed to all professional and student staff in Residence Life:

Evacuation of Residence Halls

What follows are routes and areas for evacuation. Normally during a fire, the fire alarm will be pulled to initiate people's evacuation; however, there are times when either the power is out or perhaps during a bomb threat when we might not utilize the alarm system and thus need to go door to door instructing people to leave the building immediately. When directing people to evacuate it is important to remember that whatever caused the emergency may have affected an evacuation path. This is critical to remember just after an earthquake. All stairs and catwalks should be checked before instructing people to either walk under or use them.

Those evacuation areas are:

- Campus Apartments (North Side): Library Parking Lot
- Campus Apartments (South Side): SBS Parking Lot to the southeast
- Canyon East - East side of JGC (watch for traffic)
- Canyon West - West side of JGC (watch for traffic)
- College Creek- Soccer Field

- Creekview – West (Juniper/Laurel) to East parking lot; East (Willow/Fern) to West parking lot
- Cypress 6, 7, 8, 9: Next to University Center
- Cypress East and Cypress 1, 2, 3, 4, 5: Cypress Lawn
- Jolly Giant Commons: Cypress Lawn
- Redwood: Stairs to JGC, or next to the University Center
- Sunset: Stairs to JGC, or next to the University Center

In any evacuation situation, if there is inclement weather, one of the other buildings will be opened if an extended evacuation is necessary. The evacuation procedure is basically the same for all situations that might require evacuation - bomb scares, floods, etc.

Your command to evacuate in any emergency situation has approximately the same authority as a police officer's command. Persons who deliberately disobey an evacuation order, whether it is a false alarm or not, are subject to disciplinary action. It is important that you note those individuals and write an incident report as soon as possible at the conclusion of the emergency/false fire alarm.

Evacuation of the Jolly Giant Commons

If there is a fire alarm while the Information Desk is open, the following procedures will be followed:

- Call University Police immediately and notify them of the alarm.
- Call and have the Info Desk radio call on duty CAs and give them instructions to meet at the Jolly Giant Commons command center located at the east side of the JGC.
- Close and lock the sliding door, and lock the office.
- Evacuate the first level, starting with the saunas and the weight room, moving to the east side of the building and evacuating the Giant's Cupboard.
- Proceed to the command center; look for any assistance and begin to evacuate the building top to bottom.

Assisting in the Evacuation of Persons with Disabilities

Disabled persons are not helpless and can serve as resources for their individual conditions and needs. Therefore, when offering assistance, ask the person how you can best help.

Prepare ahead of time. Pre-assign individual(s) to assist a particular student in a disaster or emergency. Talk with the person directly to find out their needs and how best to assist them in an evacuation. Perhaps have a practice "drill" so the evacuation plan can be tested before a real emergency.

There are Stair Chairs available in areas of housing, located primarily near those utilizing a wheelchair. These chairs can be used in an evacuation.

When assisting non-ambulatory people, keep these facts in mind:

1. A wheelchair has many movable or weak parts which are not constructed to withstand the stress of lifting, such as the seat bar, foot plates, wheels, and moveable arm rests.
2. Some persons have minimal ability to move, and lifting them can be extremely dangerous or hazardous to their health. Therefore, adherence to proper lifting procedures is an absolute necessity to offset the high risk of dropping them. Again, always consult with the individual at the time of evacuation.
3. Some persons have no upper trunk or neck stability. Others may have electrical artificial respirators attached. Removing these persons from their chairs may be critical, and they should

be given priority assistance. Those on respirators may have their breathing ability in danger. So be aware and be quick while maintaining safety at all times.

4. When possible, the wheelchair should be brought along. However, if the chair is left behind, remove it from the flow of traffic so as to not obstruct the passageway or cause delays and injuries to others.

Walk evacuation routes with persons who are blind and/or visually impaired until they feel familiar. During an emergency, have them take your elbow and then guide them from the building. Maintain a dialogue describing the nearest exit and obstacles in their path.

Ensure students who are deaf and/or hearing impaired have a visual alarm system in their rooms and have been instructed on its use. Have a written note ready, if appropriate, which explains the existence and nature of the emergency.

Wheelchair Users

Tell the person the nature of the emergency. Most wheelchair users, if on the ground floor, will be able to exit safely without assistance. **Do not use elevators for evacuation in cases of fire or earthquakes.** If above the ground floor, ask the person you are assisting if they want to be lifted from their chair and carried out or moved in the chair as a unit. Individual's preferences vary as to:

- Being physically removed from the wheelchair.
- The number of people necessary to assist them.
- Points on the wheelchair where the rescue person should hold onto for lifting.
- Whether the seat cushion or pad should be brought along with them if they are removed from their chair.
- Whether to extend or move their extremities when lifting due to pain, catheter leg bags, spasticity, braces, respirators, etc.
- Being carried forward or backward, up or down a flight of stairs.
- How to proceed with after-care if removed from the wheelchair, which may require paramedic involvement.

How to Evacuate Wheelchair Users

- Inform them of the emergency.
- If they use a power chair, remove the batteries before attempting transportation or movement. Make sure the footrest is locked and the motor is off.
- Two persons carry better than one person does; a three-person carry is best.
- Three-person carry utilizing one person at the head to guide or steer the chair and two persons at the base (foot) to control speed of descent is the recommended manner for evacuation of a person in a wheelchair. Before movement or transportation begins, ask the person if a seat belt is available to secure them to the chair.
- Take the wheelchair users out last. In the event of a wheelchair blocking a stairwell or evacuation route, police/fire rescue attempts will be made easier by the least amount of foot traffic in that stairwell.
- Generally, more equipment or weight requires more persons to help the evacuation. Get a fellow employee or resident to help you with the movement and transportation of persons with disabilities.
- Persons using braces, crutches, canes or walkers should be treated as an injured person for evacuation procedures.

Lifting Options for Persons without Wheelchairs

- Two-person lock arm position.
- Transferring person to a “stair chair” or sturdy office type chair preferably with arms.
- If carrying a person more than three flights, a relay team arrangement.

Most Common Fears in an Evacuation

- Fear of leaving the wheelchair behind as it is very expensive to replace. It takes a long time to obtain a replacement because many chairs are adapted to individual needs.
- Fear of not being lifted properly.
- Fear that other people may not be responsive to instructions on lifting & carrying.
- Fear of being dropped while being carried.
- Fear of being left in a situation where pressure sores might develop.
- Fear of being the last priority for evacuation.
- Fear of not being informed of evacuation procedures.

The All-Clear Signal

The person with the highest Housing authority, in consultation with the University Police Department, will give the all clear signal allowing residents to return to the building. This decision will not be reached until all staff members involved have decided it is safe for residents to return to the building.

This procedure is the same for false fire alarms as well. It is important during a false fire alarm that a complete evacuation of the building takes place before we allow residents to return, even though we know it is a false fire alarm.

General Emergencies – Fire Alarms

1. Call 9-1-1 or 826-5023 (UPD) and tell UPD the location of the fire alarm.
2. Notify Housing (826-3451) of fire alarm.
3. Activate Incident Command system and set up Incident Command Post (notify Housing of its location).
4. Establish a perimeter around building. Station staff at control points.
5. If fire or smoke is found, follow instructions for responding to Fire/Smoke.
6. If no fire is found, and once all students have been evacuated and all staff on scene agree (UPD, AFD, Housing), reset alarm and allow residents back in building.
7. Before reset alarm, organize rooms inspection teams (a minimum of two per team) and inspect the rooms.

General Emergencies – Fire/Smoke

1. Pull fire alarm. Evacuate building and close door behind you.
2. Don't open a door unless you know what is on the other side.
3. Call 9-1-1 or 826-5023 (UPD) and tell UPD there is a fire (and where). UPD will call the Arcata Fire District.
4. Call Housing (826-3451).
5. Activate Incident Command system and set up Incident Command Post (notify Housing of its location).
6. Establish a perimeter around building. Station staff at control points.
7. Dispatch staff to direct emergency vehicles at cross streets and intersections. Unlock fire gates.

8. If there are injuries or fatalities, set up triage centers and administer first aid/CPR.
9. Make notes of persons trapped or injured still in building.
10. Housing Incident Commander will pass the information to appropriate emergency personnel as they arrive on scene.

Fire Extinguishers

Your responsibility: Do not hang your extinguisher and forget it. Like any appliance, it requires care. Keep it clean. Look at the gauge every month to make sure it has pressure in it. (The needle will point straight up if it is full.) Check the safety seal to make sure it is intact. Check the nozzle to make sure it is not plugged. If it is dented or begins to rust, have it checked immediately.

The name plate also contains operating instructions, cautions, and maintenance instructions. Read it carefully and understand it thoroughly before a fire occurs.

Recharge Instructions: Never fill it yourself or try to fix it yourself. Notify your Res. Life Coordinator if your extinguisher needs attention.

Fire Drills

Bi-annually, during the third and fourth week of classes of each semester, Housing conducts a full scale fire and evacuation drill in each of the Residence Hall buildings during the evening hours when a majority of students are present. Residents are advised in advance of the drill through email and posters in their communities but are not given the exact date or time of the actual drill requiring full participation and evacuation. Upon full evacuation by the residents, each room is checked for security purposes and to ensure that the rooms have been vacated. In conjunction with notifying University Police, Housing Student Staff and Housing Professional Staff prepare, carry-out, and debrief the drills.

During Housing's two week Student Staff training in August, student-staff receive emergency training learning how to respond to situations in the Residence Halls. Student Staff, in conjunction with Housing Professional Staff, University Police, Arcata Fire Department, Campus Emergency Operation Center, and CERT (Campus Emergency Response Teams) partake in a 1-2 hour long full-scale emergency drill in which an actual fire is simulated inside a particular Residence Hall with smoke machines, actors, and actors in Moulage. All agencies involved must utilize their trainings and respond to the situation appropriately.

A post drill review is conducted and an After Action Report is completed and submitted to the Emergency Management Coordinator after the Emergency Simulation as well as the general fire drill period.

During February 2016, there were 20 fire drills conducted in which the following residence halls were evacuated: Alder, Cedar, Chinquapin, Hemlock, Madrone, Maple, Pepperwood, Tan Oak, Del Norte, Shasta, Trinity, Mendocino, Fern, Juniper, Willow, Laurel, Cypress, Campus Apartments, Redwood, and Sunset.

During September 2016, there were 20 fire drills conducted in which the following residence halls were evacuated: Alder, Cedar, Chinquapin, Hemlock, Madrone, Maple, Pepperwood, Tan Oak, Del Norte, Shasta, Trinity, Mendocino, Fern, Juniper, Willow, Laurel, Cypress, Campus Apartments, Redwood, and Sunset.

Housing conducted 40 different drills for the year and one Emergency Simulation exercise involving a fire simulation.

Persons Responsible to Receive/Report Occurrences:

Students, staff, faculty (and others) on campus who receives information of a fire occurrence, shall immediately report that information to the University Police Department. In the event that the fire is occurring, 9-1-1 should be called immediately to make a report. A report may also be reported to a designated “campus security authority”. A “**campus security authority**” is defined as:

- Campus officials who have significant responsibility for student and campus activities as well as the authority and the duty to take action on behalf of Humboldt State University.

The following, but not limited to, have been identified as “**campus security authorities**”, and as such, are required to receive crime reports from students and others. They also report crime, suspicious incidents or security problems to the University Police: President, Vice Presidents, Provost, Housing Staff including Community Advocates and Residence Life Coordinators, Student Health Staff, Athletic Coaches, Student Affairs, Directors, Co-directors, Coordinators, Faculty Advisors, Deans of Students, Club Advisors, Managers and Ombudspersons.

Fire Safety Education & Training Programs:

Annually, HSU housing conducts a two week long training program in Fall and one week training program in Spring during the trainings the housing student staff, CA’s and RLC’s are taught basic university protocols for fires, fire drills, evacuations, first response, fire extinguisher training and emergency management. Additionally each member of the Residence Life Student and professional staff received a Training Manual which includes written documentation and protocol for such events, as well as other housing related items. This manual emphasizes the verbal and visual training covered by the Universities Environmental Health and Safety Officer for both Fire Safety and First Responders. Area Coordinator of Emergency Management covers general emergencies, evacuation policies and procedures and basic emergency training.

Eureka/Humboldt Fire Extinguisher *or* HSU Occupational Safety Coordinator participates in the training as well by teaching the student staff the basic use of fire extinguishers.

Housing full time staffs have annual fire extinguisher training, perimeter training and training about what to do in the event of a fire or hearing a fire alarm.

Plans for Future Improvements in Fire Safety:

Housing has planned to update the Redwood, Juniper, Laurel, Alder, Cedar, and Chinquapin, fire alarm systems. The new systems will be activated by pull stations and smoke and heat detectors. The fire alarms system will be supervised through UPD.

As defined in the amendment to the Higher Education Act, “Fire” will be defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner*. The fire statistics in this table apply only to on-campus student housing facilities. The definition of which will be *any building, located on campus on land owned or controlled by the institution that is used for student housing*. Therefore, the housing support facilities are not included in the table.

Fire Statistics 2017

Facility	Total Fires in Building	Date/Time	Cause of Fire	# of Fires Requiring Treatment at a Facility	# of Deaths Related to Fire	Value of Property Damage \$	Case Number
Alder Hall, 280 Canyon Fire Ln	0	N/A	N/A	N/A	N/A	N/A	N/A
Cedar Hall, 263 Canyon Fire Ln	0	N/A	N/A	N/A	N/A	N/A	N/A
Chinquapin Hall, 220 Canyon Fire Ln	0	N/A	N/A	N/A	N/A	N/A	N/A
Hemlock Hall, 210 Canyon Fire Ln	1	12/11/16 @0207hrs	Plastic cup burned	0	0	0	0916-0443
Madrone Hall, 204 Canyon Fire Ln	0		N/A	N/A	N/A	N/A	N/A
Maple Hall, 160 Canyon Fire Ln	0	N/A	N/A	N/A	N/A	N/A	N/A
Pepperwood Hall, 155 Canyon Fire Ln	0	10/2/16 @ 2318hrs	Arson	0	0	\$1995.25	0916-0319
Tan Oak Hall, 140 Canyon Fire Ln	0	N/A	N/A	N/A	N/A	N/A	N/A
Cypress Hall, 271 Granite Ave	2	3/1/16 @1600hrs, 11/30/16 @2342hrs	Dryer fire Dryer fire	0 0	0 0	\$1074.89 \$0.00	0916-0093, 0916-0421
Juniper Hall, 3028 Granite Ave	0	N/A	N/A	N/A	N/A	N/A	N/A
Laurel Hall, 3023 Granite Ave	0		N/A	N/A	N/A	N/A	N/A
Willow Hall, 3035 Granite Ave	0	N/A	N/A	N/A	N/A	N/A	N/A
Fern Hall, 3047 Granite Ave	0	N/A	N/A	N/A	N/A	N/A	N/A
Redwood Hall, 250 Redwood Fire Ln	1	08/21/16 @1350hrs	Arson	0	0	0	0916-0242
Sunset Hall, 2150 Sunset Ct	0	N/A	N/A	N/A	N/A	N/A	N/A
Campus Apts, 335 Laurel Dr	0	N/A	N/A	N/A	N/A	N/A	N/A
Trinity Hall, 1681 Rossow	0	N/A	N/A	N/A	N/A	N/A	N/A
Mendocino Hall, 1691 Rossow	0	N/A	N/A	N/A	N/A	N/A	N/A
Shasta Hall, 341 Harpst St	0	N/A	N/A	N/A	N/A	N/A	N/A
Delnorte Hall, 351 Harpst St	0	N/A	N/A	N/A	N/A	N/A	N/A