

# SAN JOSÉ STATE UNIVERSITY



## 2024 ANNUAL FIRE SAFETY REPORT

Higher Education Opportunity Act of 2008  
(20 U.S.C. § 1092(i)) Fire Statistics 2021-2023  
Main Campus Housing

Photo Credit: Javier Duarte  
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## PREPARATION OF THE ANNUAL FIRE SAFETY REPORT

This Annual Fire Safety Report (AFSR) is prepared by the Director of Residential Life. The AFSR is a disclosure of various policy, procedure and program statements pertaining to fire safety of the on-campus residential housing community. This includes disclosure regarding the number of reportable fires that occurred within on-campus housing facilities for the three most recent calendar years. All policy and procedure references in this report apply only to the housing facilities located on SJSU's Main Campus.

The process used for preparing this report in compliance with federal law and CSU policy involves collaboration with the Clery Compliance Official for the university. While there are similarities in the safety information provided, this Annual Fire Safety Report is separate and distinct from the Annual Security Report required the Clery Act.

An electronic or paper copy of the most recent Annual Fire Safety Report can be requested by contacting the University Housing Services Office or visiting the website listed below:

University Housing Services  
350 S. 9th Street  
San José, CA 95112  
408-795-5600  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)  
<https://www.sjsu.edu/housing/>

An electronic or paper copy of the most recent Annual Security Report can be requested by contacting the University Clery Compliance Official or visiting the website listed below:

408-924-1501  
[clerycompliance@sjsu.edu](mailto:clerycompliance@sjsu.edu)  
<https://www.sjsu.edu/clery/docs/SJSU-Annual-Security-Report.pdf>

# DESCRIPTION OF ON-CAMPUS RESIDENTIAL FACILITY FIRE SAFETY SYSTEMS

## Campus Village A (CVA)

Address: 380 S. 9th Street, San José, CA 95112

This facility is an eight story residence hall that has capacity to house approximately 205 individuals in one, two, three and four bedroom unit floorplans.

- Fire System Utilized: Siemens System
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by Siemens Fire Alarm Systems.
- Sprinkler Locations: Throughout the building in individual units and common areas
- Number of Fire Extinguishers: 24
- Number of Manual Pull Stations: 1
- Number of Fire Hoses: 0

## Campus Village B (CVB)

Address: 350 S. 9th Street, San José, CA 95112

This facility is a 15-story residence hall that has capacity to house approximately 1555 individuals in one, two, three and four bedroom unit floorplans. There is a convenience store on the first floor.

- Fire System Utilized: Siemens System
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by Siemens Fire Alarm Systems.
- Sprinkler Locations: Throughout the building in individual units and common areas
- Number of Fire Extinguishers: 18
- Number of Manual Pull Stations: 16
- Number of Fire Hoses: 12

## Campus Village C (CVC)

Address: 320 S. 9th Street, San José, CA 95112

This facility is an eight story residence hall that has capacity to house approximately 641 individuals in one, two, three and four bedroom unit floorplans. One building has a laundry room, lounge space and lounge office.

- Fire System Utilized: Siemens System
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by Siemens Fire Alarm Systems.

- Sprinkler Locations: Throughout all buildings in individual units and common areas
- Number of Fire Extinguishers: 39
- Number of Manual Pull Stations: 0
- Number of Fire Hoses: 0

### Campus Village 2 (CV2)

Address: 345 S. 9th Street, San José, CA 95112

This facility is a 10-story residence hall that has capacity to house approximately 641 individuals.

- Fire System Utilized: Simplex System
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by Simplex.
- Sprinkler Locations: Throughout all buildings in individual units and common areas
- Number of Fire Extinguishers: 40
- Number of Manual Pull Stations: 30
- Number of Fire Hoses: 41 (fire hose connection stations)

### International House

Address: 360 S 11th Street, San José, CA 95112

This facility is a 3-story residence hall that has capacity to house approximately 70 individuals. There is a community kitchen on the 1st floor of the facility.

- Fire System Utilized: Honeywell
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by Honeywell
- Sprinkler Locations: Basement level and professional kitchen on floor 1
- Number of Fire Extinguishers: 12
- Number of Manual Pull Stations: 14
- Number of Fire Hoses: 7 fire hose connections

### Joe West Hall

Address: 375 S. 9th Street, San José, CA 95112

This facility is a 12-story residence hall that has capacity to house approximately 671 individuals. There is a community kitchen on the main floor of the facility.

- Fire System Utilized: Simplex System
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by Simplex
- Sprinkler Locations: Throughout the building in individual units and common areas
- Number of Fire Extinguishers: 37
- Number of Manual Pull Stations: 36
- Number of Fire Hoses: 24

### Lucy Washburn Hall

Address: 385 S. 8th Street, San José, CA 95112

This facility is a three story residence hall that has capacity to house approximately 263 individuals.

- Fire System Utilized: Honeywell System
- Fire System Monitoring: The network is monitored 24 hours a day, 7 days a week by the University Police Department (UPD).
- Sprinkler Locations: There are no sprinklers located in this housing facility.
- Number of Fire Extinguishers: 12
- Number of Manual Pull Stations: 6
- Number of Fire Hoses: 3

## REGULAR MANDATORY SUPERVISED FIRE DRILLS

During the spring 2023 semester, a total of 6 fire evacuation drills were conducted, 1 in each residence hall facility. During the fall 2023 semester, a total of 6 fire evacuation drills were conducted, 1 in each residence hall facility. 0 scheduled fire drills were conducted in International House during the Spring or Fall semesters.

## ON-CAMPUS RESIDENTIAL FACILITY POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES

All Housing and Residential Education Policies are described in the Annual Housing License Agreement as well as the Community Living Handbook. All residents are responsible for being familiar with the information contained in those documents. The following policy areas are identified below for the purposes of this report:

## Appliances

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

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

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

## Candles

No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior

written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.

### Cooking

- a) In the classics, CVC Suites and CV2, cooking is limited to the building common kitchen or kitchenette (in CVC suite) area and is not permitted in the bedroom. Cooking appliances such as crock pots, toasters, rice steamers, are permitted in these areas. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
- b) Hot plates, electric frying pans, electric grills, portable stoves, toaster ovens, or other similar appliances are not allowed in the residence halls, studios or efficiencies. If there is a question regarding the acceptability of an appliance, please see the Appliances section in these policies or the Residential Life Coordinator for approved appliances.
- c) Kitchens in the CVA and CVB Apartments offer residents flexibility for meal preparation. Cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
- d) For the safety of all in the community, residents must pay attention and use caution when cooking. Residents MUST keep kitchens clean for sanitation purposes (to avoid odors, ants, roaches, rodents, mold, etc.).
- e) Residents MUST appropriately ventilate the apartment while cooking to reduce the likelihood of smoke or odors entering the hallway as smoke entering hallways will activate fire alarms and residents may be held judicially accountable.
- f) 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.
- g) Kitchen equipment (i.e. knives) used for any other purpose than for cooking will be considered an abuse of the weapons policy and is subject to disciplinary action.

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

- a) Any personal items or furniture brought into the room/suite/apartment must be removed upon checkout. All decorations must be compliant with fire safety regulations.
- b) University furniture is to remain in the room/suite/apartment at all times. University Housing Services cannot store University furniture to make room for personal items or furniture.
- c) Do not make holes in walls. To hang something on a painted surface, use a product that is approved to prevent damage. (Contact University Housing



Services for product recommendations). Nails, tacks, non approved adhesives, tape, and stickers are not to be affixed to University property. Painting and spray painting is not permitted in the Housing facilities or on Housing grounds except by authorized personnel.

- d) Altered beds must be returned to their original position prior to check-out. If maintenance assistance is needed to alter their bed, a TMA request should be submitted. Please note that all changes will be made the two weeks following the room change process each semester. For assistance to change the bed height (not bunking or lofting) there is a \$40 charge for labor (unless it is required for medical reasons).
- e) It is prohibited to place any furniture including beds in front of windows or exit doors. Blocking window or door egress is a violation of University Housing Policy
- f) Any form of bed/furniture elevation that involves non-University Housing furniture, or attachments to University Housing furniture is considered a loft and not permitted.
- g) Tapestries, flags, and burlap burn rapidly. If hung from a wall or ceiling, they can feed a fire. It is prohibited to hang such materials from the ceiling. These decorations may be affixed to the wall if they have been treated with a fire retardant and are so labeled.
- h) Due to state fire codes, all decorations must be confined to the interior of the unit door. At no time can anything be in the corridors. Nothing is permitted on the exterior/hallway door of the apartment/suite or room.
- i) Holiday decorations such as artificial trees are permitted in the CVA and CVB Apartments, but not bedrooms. Lights should be used only when a resident is in the apartment. All lights/cords must be in good condition and be UL certified. Doors and windows may be decorated within the unit as long as the decorations do not cause damage or a safety hazard. All decorations visible to the public must comply with University policies.
- j) No candles or open flames may be used. For holiday observation exceptions consult your Residential Life Coordinator.
- k) Grounds: The community grounds are maintained by the University. Residents shall not erect fences, cultivate plants, or make other changes to the grounds.
- l) Antenna and Related Equipment: Residents shall not erect any exterior antennas or other equipment for television or radio reception without obtaining UHS prior written approval.
- m) Balconies and Exterior Entrances: All outside balconies and terraces must be kept clear of all items. A balcony or terrace may not be used for drying laundry, beating rugs, shaking dust mops, or hanging any article. No items,

including cigarettes, trash, and other material may be thrown from any balcony or terrace. No barbecues are permitted.

- n) **Plumbing Fixtures and Other Water Apparatus:** The bathtubs, basins, sinks, garbage disposals, and other plumbing fixtures and water apparatus shall not be used for any purpose other than that for which they were constructed. Among other things, these fixtures and apparatus may not be used for the disposal of rubbish, rags, sweepings, matches, and similar improper articles. Any damage or expense resulting from the misuse of the foregoing fixtures and apparatus must be borne by the resident causing the damage or on whose premises the damage was caused.

### Electrical Safety

- a) Extension cords are not permitted. UL approved, grounded power strips with circuit breakers should be used for all electrical equipment including computer and computer related hardware. A maximum of two power strips may be used per room. No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in a room, suite or apartment.
- b) Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Such cords have their own circuit breaker. Do not rely on the integrity of the electrical system of the building to protect your computer equipment.
- c) Surge protectors also allow more flexibility for extensions. Extension cords or stringing surge protectors together in a series are prohibited.
- d) Multiple outlet plugs that insert into an outlet are not permitted.
- e) The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against UHS policy.
- f) Any damage caused by personal appliances or misuse of the electrical system is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation.

### Fire Safety

- a) **Combustible Material Storage:** The storage of combustible materials (gasoline, paint thinner, wax etc.) within the residential facility, including resident rooms/suites/apartments, is not permitted.
- b) **Fire Alarm/Drill:** All residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and State fire code and may result in a ticket from

UPD or the San Jose Fire Department and/or being referred to the UHS judicial system.

- c) **Fire Safety Equipment:** Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door. If the instructions are missing or illegible, the Residential Life Coordinator should be contacted immediately to have a new one installed. Residents are required to initial that they have been shown the evacuation instructions on the Room/Apartment Inventory Form at check-in. The following misuses of fire safety equipment are considered violations of policy and will result in judicial and/or legal action (\$1,000.00 fine and up to 6 months in prison), maintenance charges, and/or remuneration: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking fire stairs, tampering with smoke detectors, misuse or tampering with the Evacutrac Chair, tampering with alarm horns, strobes, enunciator or bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and tampering or improper use of fire extinguishers or fire hoses. Note that each residence hall room contains a smoke detector and each apartment/suite contains a smoke detector and fire extinguisher for residents' safety. Contact the Residential Life Coordinator for additional information about fire safety or if any of your unit's fire safety equipment appears to be malfunctioning.
- d) **Open Flame:** No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.
- e) **Portable Heaters:** The utilization of portable heaters in the residence halls is not permitted, with the exception of areas that do not have permanent heating units.
- f) **Halogen Lamps:** Halogen lamps/lighting are not permitted.
- g) **Doors:** All unit doors are to be kept closed at all times due to the integrity of the rated corridors. At no time are the doors to be propped open or left ajar.

### Incense

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

## Odors

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

## Smoking

- a) San José State University is committed to promoting a healthy learning and working environment. Consistent with this commitment and in accordance with Presidential Directive 2014-01, smoking and tobacco use is prohibited in all indoor and outdoor areas on campus, including vehicles and parking lots.
- b) The sale of tobacco products is prohibited, as is tobacco related advertising and sponsorship.
- c) "Smoking" is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe or electronic cigarette. "Tobacco product" is any item containing tobacco leaf and any product containing biologically active amounts of nicotine that can be inhaled. It does not include any product designed and approved by the U.S. Food and Drug Administration for the use in treating nicotine or tobacco dependence.
- d) Dismantling smoke detectors will result in student conduct action, UPD citation, and/or restitution for all repairs.
- e) Residents who do smoke within UHS housing facilities are in violation of the License Agreement and are subject to criminal prosecution and University disciplinary proceedings which may be grounds for immediate disciplinary action and/or revocation of the Housing License Agreement. **Residents will still be responsible for the full amount owed in their Housing License Agreement for the academic year.**

The License Agreement for International House for Spring 2023 and Fall 2023 contains the following:

ARTICLE III: INTERNATIONAL HOUSE RULES The following are prohibited at the I-House. Violation of the following may result in termination of agreement and possible eviction (includes but is not limited to): 2. Firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials within the I-House. 6. Hot plates, microwaves, electric kettles, and similar appliances in resident rooms; cooking in resident rooms. 7. Remodeling or renovating of the room or furniture; tampering with the electrical or mechanical fixtures in the room; placement of personal air conditioners in the room; placement of antennas and wiring

for radio, stereo systems, TV, internet connections, etc. out of the window; refrigerators larger than 3.0 cubic feet; and removal or addition of furniture without approval by the Director. 10. Tampering with, or removal of, windows, or from any part of the building. 11. Willful or malicious tampering with the fire system or fire-fighting equipment is a misdemeanor, and is punishable by up to one year in county jail and/or a \$1,000 fine. Tampering resulting in injury or death to an individual is punishable by imprisonment in state prison and/or by a fine of \$500 - \$10,000. (CA Penal Code 148.4) 12. Removal of and common area furniture to individual rooms.

ARTICLE VI: WAIVER AND RELEASE OF LIABILITY, AND DISCLOSURES 1. Acceptance of Risk: By signature of this agreement, prospective and current residents are fully aware and understand there are number of risks associated with staying at the I-House which include but are not limited acts of God, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, pandemic, fire, outbreak, and/or accident. These injuries or outcomes may arise from one's own or other's actions, inactions, or negligence or conditions of the I-House. SJSURF International House Fall-Spring Agreement page 6 of 12 Prospective and current residents assume all risks while residing at the I-House including traveling to and from the I-House.

The Policy Handbook for I House for the Spring 2023 and Fall 2023 residents states: 6. Appliances: I-House has limits on the use of appliances. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following are prohibited, but not limited to: hot plates, microwaves, electric kettles, and similar appliances in student rooms; cooking in student rooms. 9. Candles: No open flames are permitted in I-House living areas. This includes but is not limited to incense or other open flames, matches, lighters, other flame-emitted articles. Residents must obtain written approval for exceptions if this policy is incongruent with religious, cultural or other spiritual belief or celebrations. 14. Cooking: Cooking is allowed ONLY in designated common area kitchens. Cooking is not permitted inside resident bedrooms. Microwaves, hot plates, or similar appliances are prohibited in resident's bedrooms at the I-House. 20. Emergency Preparedness: I-House has an emergency preparedness plan. Please inquire with the I-House director or an I-House staff member.

21. Fire Drill: Fire Drills at the I-House are mandatory. 33. Odors: The use of incense, candles, or other strong odor-producing products is prohibited. The choice of scented air fresheners or cleaning products should be discussed amongst roommates to ensure no one is allergic or offended by the scent. 40. Prohibited Items: Residents are not permitted to have certain items, which may present a hazard to their fellow residents on the I-House property. This includes any items that directly or indirectly impact safety/security and/or fire safety. These items include but are not limited to: Combustible materials, liquid filled furniture, candles/incense, non-UL rated extension cords, halogen lights, portable heaters (unless

approved by the I-House director), lava lamps, electrical appliances with exposed heating elements, major appliances and grills, outdoor antennas and/or television radio reception equipment, weights/exercise equipment in bedrooms, and weights/exercise equipment in common areas unless approved by Director, hookahs, vape pens, and other smoking apparatuses, darts/dart board. Please email your I-House director or designee should you have any questions on items not listed.

46. Safety: Persons and/or objects are not to occupy the outside window sills or front porch roof. Throwing objects from the windows of the I-House, climbing on the roof or the balcony, or smoking on the premises and grounds may result in eviction.

47. Smoking Policy: I-House is a non-smoking facility. Smoking is not permitted in a facility or on the grounds including parking lots. "Smoking" is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe, hookah, vape pen or electronic cigarette (e-cigarette). "Tobacco product" is any items containing tobacco 10-28-22 leaves and any product containing biologically active amounts of nicotine that can be inhaled. It does not include any product designed and approved by the U.S. Food and Drug Administration (FDA) for the use in treating nicotine or tobacco dependence. § 1927.1. Tampering with Smoke Detector Prohibited: In accordance with section 901.8 of title 24, part 9 of the California Code of Regulations (California Fire Code), no licensee shall willfully tamper with, dismantle, or disable any automatic fire alarm system or smoke detector that is located on the grounds of the I-House under jurisdiction of the Board. Violation may result in disciplinary action and/or revocation of Agreement including, but not limited to, being held responsible for the

## PROCEDURES FOR ON-CAMPUS RESIDENTIAL FACILITY EVACUATION IN EVENT OF FIRE

When an alarm is activated in a residential building, all staff in the building will be directed to exit and move to the Evacuation Assembly Points. Residents should always evacuate the building when the fire alarm or smoke detector sounds. Failure to do so is a violation of the license agreement and state laws and could cause physical harm. **Evacuation Assembly Point:** All residents are directed to the front of the University Event Center Building.

1. Individuals should leave through the nearest safe exit when they hear the building emergency alarm (fire alarm) or if they are told to do so by University Police, Fire Department or UHS staff.
2. Residents should take keys, wallets, prescription medicines, glasses, warm clothes and other essential personal belongings with them in case this building cannot be reentered immediately.
3. Individuals must move at least 150 feet away from all structures and meet in their specified location. If they do not know the designated location, they should contact their Resident Assistant.
4. Individuals should use the stairs. Stairwells are safe, temporary havens for the injured or the disabled.
5. Individuals should not use elevators in case of fire or earthquake, many elevators stop in place.
6. University Police will be contacted and informed that the alarm went off and the location of the alarm. If it is determined that there is a fire, University Police will dispatch the Fire Department. A staff member should meet the University Police officer and assist as needed.
7. University police will be notified of the location of Residents with disabilities or any resident needing assistance. All staff will assist, as needed, in evacuating the Residents from the building to the designated evacuation sites.
8. The Fire Department and/or University Police will access the fire panels and assess the status of the emergency.
9. When determined safe, the University Police will allow residents to return to the building.

If residents become aware of a fire, they are to immediately report the fire to 911. The process outlined above will then be enacted.

The information shared with I House Residents during the Spring 2023 and Fall 2023 semesters is shared on the I House website and linked here:

[https://www.sjsu.edu/ihouse/docs/SJSU\\_I-House\\_Fire-Alarm\\_Organization.pdf](https://www.sjsu.edu/ihouse/docs/SJSU_I-House_Fire-Alarm_Organization.pdf)

# POLICIES REGARDING ON-CAMPUS RESIDENTIAL FIRE SAFETY EDUCATION AND TRAINING

## Professional and Student Staff

Fire safety training is provided to professional and student staff annually. The training content includes the following:

1. Response protocols including notification procedures
2. Evacuation procedures for each individual residence hall facility
3. Fire system descriptions for each individual residence hall facility and instructions on appropriate usage
4. Documentation of incidents

## Residents

Important safety information is included in a document entitled "Your Guide to Living in [name of hall]". Select information from this document is identified below for the purposes of this report:

### **Emergency Procedures**

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

### **"In Case of Fire**

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

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

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

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

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

1. Feel the door - If it is hot, DO NOT Open It (Student room doors have a 2-hour burn capacity).
2. Call 911 and give them your exact location.



3. Seal the bottom of your door with cloth material wet if possible to keep smoke out.
4. Retreat. Close as many doors between you and the fire as possible.

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

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

Take any medication with you, as you might be outside for a while. Once you have evacuated, please see a UHS staff member for additional information. Do not re-enter the building unless you are instructed to do so by a UHS staff member. Please Note: Fire alarms have clear plastic covers over them that must be lifted up prior to pulling down the red handle on the fire alarm pull-station.”

## REPORTING A FIRE IN AN ON-CAMPUS RESIDENTIAL FACILITY

The titles of each person or organization to which individuals should report that a fire occurred in the on-campus residential facilities include the following:

1. University Police: 911 on-campus or (408) 924-2222
2. Resident Advisors
3. Community Desks
4. Residential Life Coordinators
5. Director of Residential Life
6. Executive Director of University Housing Services

## FUTURE FIRE SAFETY IMPROVEMENT PLANS

An annual review of fire safety procedures and policies is completed by the Director of Residential Life and the Assistant Director for Conduct and Community Standards. Based on this review documents and online materials will be updated accordingly.

## ON-CAMPUS RESIDENTIAL FACILITY FIRE STATISTICS 2021-2023

### Campus Village A (CVA)

Address: 380 S. 9th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2021	0	0	N/A	0	0	0
2022	0	0	N/A	0	0	0
2023	0	0	N/A	0	0	0

### Campus Village B (CVB)

Address: 350 S. 9th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2021	0	0	N/A	0	0	0
2022	0	0	N/A	0	0	0
2023	0	0	N/A	0	0	0

### Campus Village C (CVC)

Address: 320 S. 9th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2021	0	0	N/A	0	0	0
2022	0	0	N/A	0	0	0
2023	0	0	N/A	0	0	0

Campus Village 2 (CV2)

Address: 345 S. 9th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2021	0	0	N/A	0	0	0
2022	0	0	N/A	0	0	0
2023	0	0	N/A	0	0	0

International House

Address: 360 S. 11th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2023	0	0	N/A	0	0	0

Joe West Hall

Address: 375 S. 9th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2021	0	0	N/A	0	0	0
2022	0	0	N/A	0	0	0
2023	0	0	N/A	0	0	0

Lucy Washburn Hall

Address: 385 S. 8th Street, San José, CA 95112

YEAR	TOTAL FIRES IN FACILITY	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
2021	0	0	N/A	0	0	0
2022	0	0	N/A	0	0	0
2023	0	0	N/A	0	0	0