



# SAN DIEGO STATE UNIVERSITY

## **Higher Education Opportunity Act 2015 Campus Fire Safety Annual Compliance Report**

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to San Diego State University.

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A copy of the annual Fire Safety Report can be obtained on line from the Office of Housing Administration web site: <http://housing.sdsu.edu> or in person at their office located at 6050 Montezuma Road, or you may request a copy be mailed to you by calling them at (619) 594-5742.

Copies of the 2015 Safety and Security report (Clery) are available on line via the University Police Department web site at: <http://police.sdsu.edu/>. A hard copy of the report can be picked up at the University Police front lobby, or persons can call the university police at 619-594-1991 and request the report be sent by mail.

## **I. Facility Descriptions: On Campus Residence Halls**

### ***Chapultepec Hall***

- Address: 5400 Remington Road, San Diego, CA 92115
- Eleven-story high-rise houses 813 students
- There is a community kitchen on the first floor of the building
- Fire system utilized is the Simplex 4100U system. The network is monitored 24/7 by Public Safety.
- Sprinklers are located in the rooms and hallways
- Number of Fire Extinguishers: 36
- Number of Pull Stations: 44
- Number of Fire Hoses: 0

### ***Cuicacalli Suites***

- Address: 5150 East Campus Drive, San Diego, CA 92115
- Six-story all-suite accommodations for 760 residents. Includes an in-house dining facility and Aztec Market convenience store.
- Cuicacalli Suites consists of three buildings; Tacuba the east tower, Tepeyac the west tower, and the middle building which houses the dining facility.
- There are two different layouts for the suites: each housing nine students depending on the suite configuration. One model consists of one double room, four single rooms, one triple room, and a living area and two bathrooms. The second model consists of one triple room, six single rooms, a living area and two bathrooms. There are kitchenettes in each suite that contain full size refrigerators and microwaves. There is no community kitchen in either tower.
- Fire system utilized is the Simplex 4100U system. The network is monitored 24/7 by Public Safety.
- Sprinklers are located in the rooms and hallways
- Number of Fire Extinguishers: 62
- Number of Pull Stations: 50
- Number of Fire Hoses: 0

### ***Granada (newly acquired property)***

- Address: 5525 Hardy Avenue, San Diego, CA 92115
- Apartment Complex housing approximately 272 students in 49 two, three, and four bedroom units
- Fire system utilized is the General Electric EST system. The network is monitored 24/7 by Universal Protection Security Services
- Sprinklers are located throughout the building in individual units and common areas
- Number of Fire Extinguishers: 23
- Number of Pull Stations: 1
- Number of Fire Hoses: 0

### ***Maya/Olmeca Halls***

- Address: 6050 Lindo Paseo, San Diego, CA 92115
- Two three-story red brick buildings housing approximately 420 students
- Each building has a community kitchen on the first floor
- Fire system utilized is the Simplex 4100U system. The network is monitored 24/7 by Public Safety.

- There is no sprinkler capability in these two buildings
- Number of Fire Extinguishers: 18
- Number of Pull Stations: 16
- Number of Fire Hoses: 12

***Piedra del Sol – Aztec Shops Property***

- Address: 5600 Hardy Ave., San Diego, CA 92115
- 4-story apartment complex housing 258 residents in 2, 3 and 4 bedroom units
- One building has a laundry room, lounge space and lounge office
- Fire system utilized is Pittway's Notifier AFP-200. It is monitored 24/7 by Simplex Grinnel.
- There are sprinklers in all the buildings and individual units
- Number of Fire Extinguishers: 39
- Number of Pull Stations: 0
- Number of Fire Hoses: 0

***Tarastec (former College West) – Aztec Shops Property***

- Address: 5455 55<sup>th</sup> Street, San Diego, CA 92115
- Apartment complex housing approximately 81 students in 24 units and one office. Units range from 1 BR/1BA to 2BR/1.5BA and 2BR/2BA.
- There is no sprinkler capability in this complex
- Number of fire extinguishers: 14
- Number of manual pull stations: 9
- Fire hoses: 12
- Audible alarm bells – 9

***Tenochca Hall***

- Address: 6126 Montezuma Road, San Diego, CA 92115
- Eight-story east side residence hall offers housing for approximately 496 students
- There is a community kitchen on the first floor of the building
- Fire system utilized is the Simplex 4100U system. The network is monitored 24/7 by Public Safety.
- Sprinklers are located in the hallways
- Number of Fire Extinguishers: 19
- Number of Pull Stations: 29
- Number of Fire Hoses: 8

***Toltec (former Albert's College Apartments, Elaine Plaza) – Aztec Shops Property***

- Address: 5460 55<sup>th</sup> Street, San Diego, CA 92115
- Apartment Complex housing approximately 84 students in 48 units. Units are one, two and three bedrooms
- Fire system utilized is Simplex 4020 Series, Enhanced Capacity, and Addressable/Hardwired. The network is monitored 24/7 by SDSU Public Safety/University Police.
- There is no sprinkler capability in this building
- Number of Fire Extinguishers: 8
- Number of Pull Stations: 8
- Number of Fire Hoses: 0

### ***University Towers Semi Suites – Aztec Shops Property***

- Address: 5505 Montezuma Road, San Diego, CA 92115
- University Towers (UT) has semi-suite accommodations for 560 residents
- Nine-story high rise that offers furnished double rooms with semi-private baths (two double rooms share one bathroom)
- The University Tower Kitchen (UTK) is adjacent to the building but not attached
- Fire system utilized is the Simplex 4100 with hard-wired smoke heads in every resident room, hallway and storage room. The network is monitored 24/7 by Public Safety.
- Sprinklers are located in every student room, hallway and storage room
- Number of Fire Extinguishers: 30
- Number of Pull Stations: 37
- Number of Fire Hoses: 2

### ***Villa Alvarado Apartments***

- Address: 6161 Alvarado Road, San Diego, CA 92120
- Apartment Complex housing approximately 361 students in 90 units. Units are two and three bedrooms
- Fire system utilized is the Simplex 4100U system. The network is monitored 24/7 by Public Safety.
- There is no sprinkler capability in this complex
- Number of Fire Extinguishers: 21
- Number of Pull Stations: 32
- Number of Fire Hoses: 0

### ***Zapotec (former Albert's College Apartments, Palm) – Aztec Shops Property***

- Address: 5450 55<sup>th</sup> Street, San Diego, CA 92115
- Apartment Complex housing approximately 142 students in 40 units. Units are one, two and three bedrooms
- Fire system utilized is Simplex 4020 Series, Enhanced Capacity, and Addressable/Hardwired. The network is monitored 24/7 by SDSU Public Safety/University Police.
- There is no sprinkler capability in this building
- Number of Fire Extinguishers: 8
- Number of Pull Stations: 8
- Number of Fire Hoses: 0

### ***Zura Hall (closed for renovation during 2014)***

- Address: 6124 Montezuma Road, San Diego, CA 92115
- Eight-story high-rise housing 673 students in three towers
- There is a community kitchen on the first floor of the building
- Fire system utilized is the Simplex 4100U system. The network is monitored 24/7 by Public Safety.
- Sprinklers are located throughout the building including hallways, public spaces, and every student room.
- Number of Fire Extinguishers: 47
- Number of Pull Stations: 1
- Number of Fire Hoses: 0

## **Facility Descriptions: University-Owned/Affiliated Apartment Buildings**

### ***Albert's College Apartments – Aztec Shops Property***

- Address: 5430, 5475, 5484, and 5485 55<sup>th</sup> Street, San Diego, CA 92115
- 146 apartments in four complexes, ten buildings. The units range from studio/1 bath, 1BR/1BA, 2BD/2BA up to 3BR/2.5BA
- Fire system utilized is Simplex 4020 Series, Enhanced Capacity, and Addressable/Hardwired. The network is monitored 24/7 by SDSU Public Safety/University Police.
- There is no sprinkler capability in any of the buildings.
- Number of Fire Extinguishers: 38
- Number of Pull Stations: 44
- Number of Fire Hoses: 0

### ***Alpha Delta Chi Sorority – Foundation Property***

- Address 5750 Montezuma Road, San Diego CA 92115
- Two (2) story house with a total of One (1) Unit; Eighteen (18) Residents
- Community kitchen on the first floor
- Gas Stove – One (1)
- Fire system utilized is N/A
- Sprinklers are located - N/A
- Number of Fire Extinguishers – Two (2)
- Number of Pull Stations - N/A
- Number of Fire Hoses - N/A

### ***Fraternity Row – Aztec Shops Property***

- Address 5255 55<sup>th</sup> Street, San Diego, CA 92115
- Two (2) - Four (4) story apartment towers with a total of Sixty One (61) Units; Approximately One Hundred Ninety One (191) Residents
- Each unit has a kitchen
- Fire system utilized is EST – Monitored by ESS
- Sprinklers are located throughout units and hallways
- Number of Fire Extinguishers - Eight (8)
- Number of Pull Stations - None
- Number of Fire Hoses – None

### ***Phi Delta Theta Fraternity (former Phi Gamma Delta Fraternity) – Foundation Property***

- Address 5734 Montezuma Road, San Diego CA 92115
- Two (2) story house with a total of One (1) Unit; Fifteen (15) Residents
- Community kitchen on the first floor
- Gas Stove – Two (2)
- Fire system utilized is N/A
- Sprinklers are located - N/A
- Number of Fire Extinguishers Two (2)
- Number of Pull Stations N/A
- Number of Fire Hoses N/A

***Phi Gamma Delta Fraternity – Aztec Shops Property***

- Address 5804 Montezuma Road, San Diego CA 92115
- Two story house with a total of 3 bedrooms; 12 Residents
- Community kitchen on the first floor
- Gas Stove – One (1)
- Fire system utilized is N/A
- Sprinklers are located - N/A
- Number of Fire Extinguishers – 8
- Number of Pull Stations - 0
- Number of Fire Hoses - 0

***Residential Student House – Foundation Property***

- Address 5723 Lindo Paseo, San Diego CA 92115
- One (1) story house with a total of One (1) Unit; Five (5) Residents
- Community kitchen on the first floor
- Gas Stove – One (1)
- Fire system utilized is N/A
- Sprinklers are located - N/A
- Number of Fire Extinguishers – One (1)
- Number of Pull Stations - N/A
- Number of Fire Hoses - N/A

***Residential Student House – Foundation Property***

- Address 5742 Montezuma Road, San Diego CA 92115
- One (1) story house with a total of One (1) Unit; Three (3) Residents
- Community kitchen on the first floor
- Gas Stove – One (1)
- Fire system utilized is N/A
- Sprinklers are located - N/A
- Number of Fire Extinguishers – One (1)
- Number of Pull Stations - N/A
- Number of Fire Hoses - N/A

***Sanctuary Suites – Aztec Shops Property***

- Address 5840 Hardy Avenue, San Diego, CA 92115
- Two (2) story apartment complex with a total of Twelve (12) Units; Thirty Four (34) Residents
- Each unit has a kitchen
- Fire system utilized is MirCom – Monitored by Universal Protection Security Services (formerly City Wide)
- Sprinklers are located in hallways and units
- Number of Fire Extinguishers – Eight (8)
- Number of Pull Stations – One (1)
- Number of Fire Hoses – None
- The Den, by Denny's has deep fryers and gas stoves

***5520 Hardy Ave – First Floor leased to ALI/CES as a Clubhouse. Second Floor occupied by the Fraternity Row, Greek Director – Aztec Shops Property***

- 5520 Hardy Ave, San Diego CA 92115

- Two (2) story house with a total of One (1) Unit; One (1) Residents
- Unit kitchen on the first and second floor
- Fire system utilized is EST – monitored by City-Wide
- Sprinklers are located throughout the unit
- Number of Fire Extinguishers – Two (2)
- Number of Pull Stations - N/A
- Number of Fire Hoses – N/A

***5540 Hardy Ave (Leased to Phi Kappa Theta) – Aztec Shops Property***

- 5540 Hardy Ave, San Diego CA 92115
- Two (2) story house with a total of One (1) Unit; Two (2) Residents
- Unit kitchen on the second floor
- Fire system utilized is EST – monitored by City-Wide
- Sprinklers are located throughout the unit
- Number of Fire Extinguishers- Two (2)
- Number of Pull Stations – N/A
- Number of Fire Hoses – N/A

**II. The number of fire drills conducted during the reporting year**

**On Campus Residence Halls**

Sixteen (16) evacuation drills were conducted in the residence halls during the 2014 calendar year.

Drills are typically conducted in each residence hall once per semester.

**University-Owned/Affiliated Apartment Buildings**

Alberts College did not conduct any fire drills during the 2014 calendar year.

Occupants of other foundation properties are notified of fire exiting procedures at move in. The fraternity and sorority regularly review life safety issues.

**III. Safety and Security policies for On Campus Residence Halls**

All Student Housing and Residential Education Policies are described in the student License Agreement and the Guide to Community Living. All residents are responsible for being familiar with the information contained in these documents.

**Explosives/Flammables/Incense.**

1. Residents shall not possess any firearm, ammunition, fireworks, explosives, gasoline, candles, highly flammable material, guns, or any other weapon. Violation of this policy may result in criminal prosecution.
2. The burning of any materials, including incense or candles, is prohibited except when written request is made and prior written approval has been obtained from the Director, Housing Administration and/or Director, Residential Education or their designee for the purpose of religious or spiritual observance only. (Also see Weapons.)

**Fire Alarms/Fire Safety.** Tampering with, disabling, deactivating or improperly activating fire safety detection equipment including fire alarms, sprinklers and smoke detectors is prohibited. Any resident and/or guest of a resident responsible for violation is subject to eviction, and



criminal and civil penalties. Door closers must not be removed. Use of prohibited cooking or other devices that cause activation of the system will result in judicial action and a charge for costs attributed to the alarm. During a fire alarm or other emergency where evacuation is required, residents must swiftly exit the building.

**Electrical Safety.** 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 Licensee’s room or suite.

**Smoking.** Smoking is prohibited in all University buildings, including residence halls, student rooms, lounges, recreation rooms, public areas, hallways, stairwells, balconies, walkways and pool areas. Hookahs and water pipes are also prohibited in the residence halls. Smoking is prohibited in outdoor areas including courtyards and community centers (pool areas, Tula, Cholula, and Cuicacalli Seminar rooms). Smoking is prohibited within 20 feet of entranceways, windows and ground level air intake structures. Licensee accepts responsibility for informing visitors or guests of the University’s no-smoking policy.

**Decorating/Posting.** Posters and decorations may be attached only to walls, and only with materials that will not cause any permanent damage. Charges will be assessed for damages resulting from improper attachment at a minimum rate of \$5 per hole or abrasion. Exterior wires, signs, aerials or satellite dishes are not allowed. Painting of rooms is not allowed. Except for name identification and SDSU-approved dry erase message boards, posting of any materials on exterior surface of room doors is prohibited. Care shall be taken that messages are not offensive to residents or staff. Posting on windows and ceilings is also prohibited. Holiday decorations inside rooms are permitted only if safe and do not present a fire hazard. UL approved lights are required. Cut trees and foliage are prohibited in student rooms and suite areas.

**Halogen Lamps.** Halogen lamps of any type are prohibited in the residence halls.

**Appliances.** To reduce fire hazards, University-provided MicroFridges, refrigerators and microwaves are the only permitted appliances for use in the residence hall rooms for food preparation. No hot plates, coffee pots, coffee makers, blenders, popcorn poppers, ovens, grills, electric water coolers, or other cooking appliances are permitted in student rooms or suite areas. Space heaters are also prohibited. No personal refrigerators are permitted in any student room or suite. Excessive electrical equipment is prohibited. Resident rooms or suites found to generate circuit overloads will be investigated. Repeat violations will result in judicial action and any charges for costs attributed to removal or repairs will be the responsibility of the Licensee.

**Safety/Security.** Residents must present their SDSU Card every time they enter their residence hall. Keys and swipe cards are for residents only; lending a key, swipe card or RedID is not allowed. Possession of a swipe card for a building that Licensee does not live in is against policy. (See Policies & Regulations, Lockout Key and Swipe Card Policy.)

- Emergency equipment, including fire alarms and smoke detectors are not to be tampered with at any time. (See Policies & Regulations, Fire Alarms.)
- Room signs and directional signs are not to be removed.

- Public doors are not to be propped open.
- All rooms and suites are subject to regular safety and maintenance inspections by the staff.
- All first floor rooms have University-provided window/door security screens for the security of residents; it is the responsibility of each resident to use them.
- Residents will be billed to replace the window/door security bars that are damaged.

**Weapons.** Firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns or knives, tasers, or replica weapons, or any other weapon or material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of the law.

*Definitions* (in all cases include, but are not limited to, the following):

- **Firearms** - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes air-soft guns, ornamental rifles used for ROTC training, and "replica" weapons.
- **Weapons** - Any instrument of combat possessed or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, billy, sand club, sandbag, metal knuckles, or tasers.
- **Knives** - Dirks, daggers, ice picks, pocketknives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption. (See Policies & Regulations, Explosives/Flammables/Incense.)

## **Safety and Security policies for University-Owned/Affiliated Apartment Buildings**

Granada, Piedra del Sol, and Villa Alvarado are under the residential license agreement which includes all of the above residence hall policies.

### **Auxiliary Owned Properties: Safety and Security Policies:**

**Explosives/Flammables:** You, your occupants, or guests may not anywhere in the community: use candles or use kerosene lamps or kerosene heaters without our prior written approval; cook on balconies or outside; or solicit business or contributions. Unless otherwise provided by law, conducting any kind of business in your dwelling or in the community is prohibited--except that any lawful business conducted "at home" by computer, mail, or telephone is permissible if customers, clients, patients, or other business associates do not come to your dwelling for business purposes. We may regulate: (1) the use of patios, balconies, and porches; (2) the conduct of furniture movers and delivery persons; and (3) recreational activities in common areas. You'll be liable to us for damage caused by you or any guests or occupants.

**Tampering of Safety Equipment:** Any tampering of fire or life safety systems including but not limited to fire alarm equipment, sprinkler systems, exit signage, fire extinguisher or items that are a Federal felony crime will result in eviction and criminal prosecution. Tampering of security cameras or security equipment will also result in eviction and criminal prosecution. Violations may result in the notification of SDSU student affairs and cause for eviction.

**Weapons:** Firearms, ammunition, fireworks, explosives, highly flammable material, weapons, projectile devices, guns or knives, or any material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of law. Violations may result in the notification of SDSU student affairs cause for eviction.

Definitions (in all cases include, but are not limited to the following):

**Firearms**—Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used.

**Weapons**—Any instrument of combat possessed or carried for the purpose of inflicting or threatening of bodily injury, including a blackjack, slingshot, billyclub, sandclub, sandbag or metal knuckles.

**Knives**—Dirks, daggers, ice picks, pocketknives, or knives having a fixed blade longer than 2 ½ inches (California penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption.

**Safety and Security:** Keys and swipe cards for residents only; lending a key or swipe card is not allowed. Possession of a SDSU Card or swipe card for a building that resident does not live in is against policy.

- Emergency equipment, including fire alarms and smoke detectors are not to be tampered with at any time.
- Room signs and directional signs are not to be removed.
- Public doors are not to be propped open.
- All rooms and suites are subject to regular safety and maintenance inspections by the staff.

#### **IV. Procedures for evacuating on campus residence halls in the event of a fire**

- Residence hall front desk staff, if not in immediate danger, will read the fire alarm panel and determine where the location of the alarm. If there is a fire or other risk at or near the front desk, the staff will exit immediately.
- 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.
- University Police will be notified of the location of students with disabilities or any resident needing assistance
- Residence hall staff will inform the Residence Hall Coordinator (RHC) of the location of the alarm and/or fire. If the RHC is not in the building or it is after hours, the RHC on Duty will be contacted.
- All residence hall staff will assist, as needed, in evacuating the students from the building to the designated evacuation sites
- The Fire Department and/or University Police will access the fire panels and assess the status of the emergency
- When determined safe, the University Police will allow students to return to the building

- Residence hall staff will assist in the resident re-entry process
- If students become aware of a fire and the audible alarm has not been activated, they are to immediately activate the closest pull station and report the source of the fire to the front desk so University Police can be contacted and they can dispatch the Fire Department. The process outlined above will then be enacted.

**Evacuation Assembly Points for On Campus Residence Halls:**

- Chapultepec Hall
  - U Parking Lot
- Cuicacalli Suites
  - Cuicacalli Inner Lawns
- Maya/Olmeca Hall
  - Cuicacalli Promenade
- Granada
  - Q-Lot
- Piedra del Sol Apartments
  - Q Lot (located across street from complex)
- Tarastec Hall
  - V-Lot (located behind complex)
- Tenochca Hall
  - South Side Lawn
- Toltec Hall
  - Parking Lot behind complex
- University Towers
  - University Towers East Parking Lot
- Villa Alvarado Apartments
  - Upper C Parking Lot
- Zapotec Hall
  - Parking Lot behind complex
- Zura Hall
  - H-Lot (in front of building)

**Procedures for evacuating residents in the event of a fire at Auxiliary Properties:**

- 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.
- 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.
- The Fire Department and/or University Police will access the fire panels and assess the status of the emergency.

- 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 source of the fire to 911. The process outlined above will then be enacted.

### **Evacuation Assembly Points for University-Owned/Affiliated Apartment Buildings**

#### Albert's College Apartments

- Parking lots at:  
5430 Aztec, 5484 Jordan, 5485 Lee, 5475 Scott

#### Fraternity Row

- Q Lot (located across street from complex)

#### Sanctuary Suites

- Parking Lot at 5828 Hardy Avenue (just west of complex)

5520 Hardy Avenue (First Floor leased to ALI/2<sup>nd</sup> Floor occupied by Greek Director of Fraternity Row)

- Q Lot

5540 Hardy Avenue (Leased to Phi Kappa Theta)

- Q Lot

5565 Aztec Walk (Leased from Kappa Sigma as Quiet House at Fraternity Row)

- Viejas Arena – West exterior grounds

5734 Montezuma Road (Sorority House)

- S Lot

5742 Montezuma Road (Student House)

- S Lot

5750 Montezuma Road (Sorority House)

- S Lot

### **V. Fire safety education and training programs provided to the students and employees of the Residential Education Office for On Campus Residence Halls**

1. Professional and student staff fire safety training is done annually. This training includes:
  - Response protocols including notification procedures (noted above)
  - Evacuation procedures for each individual hall (noted above)
  - Fire system descriptions for each individual hall (See section I)
  - Documentation of incidents
2. Residential student training:
  - A. Important safety information is included in a document entitled "*Your Guide to Living in [name of hall]*". Each student receives a copy of this booklet for their hall at check in and it is available on our website at: <http://newscenter.sdsu.edu/housing/communityliving.aspx>.

The following is the text from this document:

#### **Emergency Procedures**

If any emergency occurs, call 911 or 619-594-1991 for University Police and contact the RA on Duty at the front desk right away.

Emergencies include fire, sickness, accident, or a threatening situation. The university recommends that families create an emergency communication plan in case of national or regional emergencies. Please complete a plan before arriving on campus. Review information on the following website for suggestions: [www.ready.gov](http://www.ready.gov).

Prior to move-in, residents are required to complete an emergency contact information page on your Housing Portal through the housing License Agreement application process. All of the information provided is kept confidential. This is to assist emergency responders in the case of a medical emergency. It is important that all requested information is completed. This includes your contact in case of an emergency and you contact in case you are reported missing.

### **Alarms and Building Evacuations**

All residents and guests are required to evacuate the building if an alarm is sounded. Please read the emergency procedures posted on the back of your door once you arrive and become familiar with the procedures.

- University and city ordinances consider fire regulation and evacuation drills essential.
- Alarms and fire equipment must not be disturbed except in actual emergencies. California Penal Code Section 148.4). Violators will be prosecuted.
- A continual alarm signals evacuation by all students and guests.
- In Maya & Olmeca, Cuicacalli, University Towers, Chapultepec, Zura, and Tenochca use the closest available stairway to exit.
- In Granada and Zapotec, use the closest available stairwell or gate to exit.
- At the first sound of an alarm, the staff member on duty will immediately shut down the elevators.
- In drills and real emergencies, building staff have the same authority as representatives of the Fire Department.
- All rooms must be evacuated.
- Residents may re-enter the building only when notified by staff that it is safe to do so.
- Failure to evacuate in a timely manner and follow the instructions of university staff will result in judicial action.

### **Fire Safety**

Fire alarm systems in the SDSU residential communities are reliable and use state-of-the-art technology. The campus fire alarm network is monitored by University Police. Alarms are very sensitive. In order to ensure your safety, alarms can be inadvertently set off by carelessness in cooking, use of appliances, or smoke, as well as more dangerous reasons. Nevertheless, all alarms must be taken seriously and all residents must immediately evacuate.

Each and every device (pull-station, smoke detector, heat detector, etc.) has a specific address programmed into the controller. If a problem is evident, the controller will know exactly which detector or alarm is sounding, and then transmit that information to University Police.

Fire alarm systems were installed for your protection. The campus has had numerous cases of residents attempting to disable smoke detectors or remove them from their rooms. The safety of our residents has been taken into consideration and maintaining the integrity of our systems is managed with the assistance of all residents.

Students tampering with any part of any system, in any manner, will be reviewed for immediate eviction, judicial, and legal action. Please be advised that all repairs made necessary due to tampering with fire alarm equipment will be charged to the resident. Furthermore, in accordance with California Penal Code Section 148.4(a)(1), tampering with a fire alarm or life safety system may be considered a felony. If you notice a problem with the fire alarm system, please don't hesitate to contact your front desk.

### **In Case of Fire, Do Not Use Elevator**

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

1. Call 911 or 619-594-1991 to contact University Police. Give your exact location. Tell them what's burning.
2. Activate the fire alarm pull station, if available.
3. If you cannot safely extinguish the fire, evacuate the area. Close all doors as you leave. Take your keys.

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

1. Feel the door. If it is hot, don't open it! Call 911 or 619-594-1991 to contact University Police and tell them the situation and exact location. Seal bottom of door with towel or other material to keep out smoke. Move away from the door.
2. If the door is not hot, open it cautiously. Walk to the closest safe stairwell. If smoke is present – stay low. Walk downstairs. Go up only if downward movement is not safe.

Prepare in advance! Count the doors between your room and stairwell in case the hallway is dark or smoky.

- B. Each community has a mandatory floor meeting on move-in day where students living in the residence halls are made aware of the evacuation procedures for their individual hall.
- C. Each residence hall room has an evacuation plan attached to the back of the door indicating exits and assembly points

## **Fire Safety Education and Training Programs for University-Owned/Affiliated Apartment Buildings**

Granada, Piedra del Sol, and Villa Alvarado are under the residential license agreement which includes all of the above residence hall fire safety education and training programs.

### **Education and training programs provided to residents and staff of Albert's College Apartments:**

Student education and training includes

1. Fire Safety and Training Bulletin distributed to each residence one time each semester
2. Addendum to lease agreement regarding smoke detectors in the units, repairs, and consequences for tampering with fire protection equipment.

### **Education and training programs provided to residents and staff of Foundation Properties:**

1. Professional and residential staff fire safety training will be done annually. This training includes:
  - Response protocols including notification procedures
  - Evacuation procedures for each individual building
  - Fire system descriptions for each individual building (See Section I)
  - Documentation of incidents
2. Residential student training: Important safety information is included in a document entitled: *"Emergency Procedure Information for Tenants"*. Each student receives a copy of this booklet at check in.

The following is the text from this document:

#### **Emergency Procedures & Fire Systems**

- If any emergency occurs, call 911. Emergencies include fire, sickness, accident, or a threatening situation. If you are on campus and an emergency occurs look for an emergency/duress phone.
- Call a family member as soon as possible to let them know you are safe.
- We strongly recommend keeping three gallons of drinking water at all times, and a personal emergency kit.

#### **Fire**

IF YOU ARE ABLE TO LEAVE YOUR ROOM:

- Close your unit door and take your room key with you
- If there is smoke stay close to the ground
- Use stairways to evacuate



- Never use elevators during a fire they could stop on floors that contain fire
- Handicapped Persons should proceed to stairwell for assistance
- Warn other people in the area if you can do so safely
- If there is a telephone available dial 911

#### IF TRAPPED IN YOUR ROOM:

- If your front door is hot don't open it
- Call the fire department at 911
- Wedge cloth material along the bottom of the door to keep out smoke
- Close as many doors as possible between you and the fire
- Block air conditioning vents if possible
- Open windows cautiously so as not to let smoke enter the room
- Remember – if you break the window you cannot close it again if you need to.

#### **Evacuation**

All residents and guests are required to evacuate the building if an alarm is sounded.

- University and city ordinance consider fire regulation and evacuation drills essential. Alarms and fire equipment must not be disturbed except in actual emergencies. (CA Penal Code No. 148.4) violators will be prosecuted.
- A continual alarm signals evacuation by all Residents and guests.
- In drills and real emergencies, staff has the same authority as representatives of the Fire Department
- All rooms must be evacuated.
- Residents may re-enter the building only when notified by Staff or Emergency Personnel that it is safe to do so.
- Failure to evacuate and follow instructions of staff could result in judicial action.

#### **Fire Safety and You**

Fire alarm systems in Sanctuary Suites are reliable and are state-of-the art, from a technical perspective. The campus fire alarm network is monitored by University Police.

Alarms are very sensitive, for your protection, and can be inappropriately set off by carelessness in cooking, use of appliances or smoke, as well as more dangerous reasons. Nevertheless, all alarms must be taken seriously, and all residents must immediately evacuate. Each and every device (pull-station, smoke detector, heat detector, etc.) has a specific address programmed into the controller. If a problem

is evident, the controller will know exactly which detector is in trouble or alarm, and then transmit that information to University Police.

Fire alarm systems were installed by your protection. The campus has had numerous cases of residents attempting to disable smoke detectors, or remove them from their rooms. The safety of our residents has been taken into consideration, and maintaining the integrity of our systems is managed with the assistance of all residents.

Residents tampering with any part of any system, in any manner, will be reviewed for immediate eviction, Judicial, and legal action. Please be advised that all repairs made necessary due to tampering with fire alarm equipment will be charged to resident. Further, in accordance with section 148.4(a) (1) of the Penal code, tampering with a fire alarm or life safety system may be considered a felony.

If you notice a problem with the fire alarm system, please don't hesitate to contact your front desk.

## **VI. The titles of each person or organization to which students and employees should report that a fire occurred are the following:**

### On Campus Residence Halls:

- University Police: 911 on campus or 619-594-1991
- Resident Advisors/Community Assistants
- Residence Hall Coordinators
- Director of Residential Education and REO Management Team
- Director of Housing Administration

### Off Campus University-Owned/Affiliated Apartment Buildings:

- University Police: 911 on campus or 619-594-1991
- Property Managers
- Resident Coordinators
- Greek Director
- Property Manager
- After Hours Security Guard

## **VII. Plans for future improvements in fire safety, if any**

### **On campus residence halls**

An annual review of fire safety procedures and policies will be completed. Based on this review documents and online materials will be updated appropriately.

### **University-Owned/Affiliated Apartment Buildings**

An annual review of fire safety procedures and policies will be completed. Based on this review documents and online materials will be updated appropriately.

No future physical improvements to Albert's College Apartments with regard to fire safety are planned. The focus will be on continual resident training and awareness.

## **Fire Report**

### **On Campus Residence Halls**

**Hall Name: Chapultepec**

Address: 5400 Remington Road, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Cuicacalli**

Address: 5150 East Campus Drive, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Granada**

Address: 5525 Hardy Avenue, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Maya/Olmeca**

Address: 6050 Lindo Paseo Road, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Piedra del Sol**

Address: 5600 Hardy Ave., San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Tarastec**

Address: 5445 55<sup>th</sup> Street, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Tenochca**

Address: 6126 Montezuma Road, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Toltec**

Address: 5460 55<sup>th</sup> Street, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: University Towers**

Address: 5505 Montezuma Road, San Diego, CA 92115

Number of Fires in 2014: 0

**Hall Name: Villa Alvarado**

Address: 6161 Alvarado Road, San Diego, CA 92120

Number of Fires in 2014: 0

**Hall Name: Zapotec**

Address: 5450 55<sup>th</sup> Street, San Diego, CA 92115  
Number of Fires in 2014: 0

**Hall Name: Zura (closed for renovation during 2014)**  
Address: 6124 Montezuma Road, San Diego, CA 92115  
Number of Fires in 2014: 0

### **University-Owned/Affiliated Apartment Buildings**

**Albert's College Apartments (includes Aztec, Palm, Elaine, Jordan, Lee, and Scott Plazas)**

Address: 5430-5485 55<sup>th</sup> Street, San Diego, CA 92115  
Number of Fires in 2014: 0

**College West Apartments**

Address: 5455 55<sup>th</sup> Street, San Diego CA 92115  
Number of Fires in 2014: 0

**Alpha Delta Chi Sorority**

Address: 5750 Montezuma Road, San Diego CA 92115  
Number of Fires in 2014: 0

**Emerald Isle (Demolished in 2014)**

Address: 5822/5830/5840 Lindo Paseo, San Diego, CA 92115  
Number of Fires in 2014: 0

**Fraternity Row**

Address: 5255 55<sup>th</sup> Street, San Diego CA 92115  
Number of Fires in 2014: 0

**Phi Gamma Delta Fraternity**

Address: 5734 Montezuma Road, San Diego CA 92115  
Number of Fires in 2014: 0

**Residential House**

Address: 5723 Lindo Paseo, San Diego CA 92115  
Number of Fires in 2014: 0

**Residential House**

Address: 5742 Montezuma Road, San Diego CA 92115  
Number of Fires in 2014: 0

**Sanctuary Suites**

Address: Hardy Avenue, San Diego CA 92115  
Number of Fires in 2014: 0

**5520 Hardy Ave (Currently leased to ALI)**

Address: 5520 Hardy Ave, San Diego CA 92115  
Number of Fires in 2014: 0

**5540 Hardy Ave (Used as Club House for Residents in adjacent apartment stack)**

Address: 5540 Hardy Ave, San Diego CA 92115  
Number of Fires in 2014: 0

**5565 Aztec Walk – returned to Kappa Sigma. No longer leased.**

Address: 5565 Aztec Walk, San Diego CA 92115  
Number of Fires in 2014: 0