Fire Safety Report
2010-2011 Campus Fire Safety Annual Compliance Report

Overview

The Higher Education Opportunity Act (PL 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining the fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to the California College of the Arts, Oakland, California.

General Statement of University Owned/Controlled Student Housing

The California College of the Arts has four residence hall facilities that are monitored 24 hours a day, seven days a week. Two of the residence halls are covered by automatic fire suppression sprinkler systems. One is linked to the main campus fire alarm system and the remaining facility, which is apartment style, has smoke detectors and pull stations.

All residence hall staff receives fire safety training at the beginning of the academic year. In addition, students receive information about emergency and evacuation procedures the first night of the academic year when staff. During the second semester the residence hall staff hosts fire safety week and post information around the halls to remind students of the safety procedures. Lastly, fire drills and health and safety room checks are conducted each semester.

Specific Fire Prevention Policies

Fire prevention is of critical importance in a community because so many lives can be endangered by accidents or careless actions. The following regulations have been established for the safety of the residential community:

A. EVACUATION — Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by appropriate hall staff is mandatory. Re-entry into a building before receiving confirmation from appropriate hall staff, public safety, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding. For safety reasons, using an elevator to evacuate a building is not permitted.

B. COOKING — Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.

C. COOKING APPLIANCEES — Persons are allowed to use the following items in their room or kitchen areas: electric fondue pots, air-stream ovens, electric crock pots, coffee pots, hot-dog cookers, frying pans, drip coffee makers, toasters (not toaster ovens), bread
makers and popcorn poppers. These items are permitted so long as they are single units with sealed heating elements. Convenience items such as blenders, mixers, can openers, and juicers are also permitted.

(Note: The following items are permitted, but may be used only in kitchen areas: toaster ovens, electric hamburger cookers, waffle irons, ceramic sealed hot plates, hot plates with exposed coils, deep fryers, and counter-top electric grills without flames (e.g., “George Foreman TM” grills.)

D. CANDLES & INCENSE — Possession or use of all candles and incense for any purpose is prohibited in the residence halls.

E. EXTENSION CORDS / MULTIPLUG ADAPTORS — For the protection of the residential community, residents are permitted to use extension cords with the following restrictions:

- Only UL (Underwriters Laboratories) certified three-prong grounded extension cords are permitted to be possessed and used inside the residence halls.
- Only UL (Underwriters Laboratories) certified multiplug adapters with circuit breakers are permitted to be possessed and used inside the residence halls.

F. RESIDENCE HALL DECORATIONS

- Strands of lights (holiday lights) may be used in residence hall rooms but may not be plugged into each other to create a string of lights.
- No flags, banners, or other cloth/flammable decorations are to be hung on or from the ceiling.

G. HALOGEN LAMPS — All “floor style” halogen lamps are prohibited in residence halls. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or fewer are acceptable. Only UL (Underwriter’s Laboratories) approved lamps can be used in the residence halls.

H. SPRINKLERS — Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

I. FIRE-SAFETY EQUIPMENT — Tampering with the fire alarms, smoke detectors, extinguishers, hoses, exit signs, instruction signs, or other equipment is prohibited.

Room and public area decorating policy

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines. Residents should seek the advice of staff members before beginning to personalize their rooms.
A. Residents are not permitted to make structural changes to any part of the residence hall.

B. Students are prohibited from painting residence hall rooms or common areas.

C. No fabric may be hung from ceilings or draped on walls.

D. Standing any kind of object on outside windowsills is prohibited.

E. No lofts are permitted in rooms except for college-provided loft/bunk beds. Placing beds on or over desks, dressers, windowsills, radiators, etc., is prohibited except for college-provided lofts.

F. No alcohol signs, cans, bottles, neon signs, posters, aluminum foil, solicitation, personal messages, or other materials may be displayed in or attached to room windows.

G. Pushpins, tacks, and masking tape may be used to hang pictures on walls. Residents may not use nails, mounting squares, or scotch tape.

H. Evacuation plans and signage on doors may not be removed or covered.

Obstruction of common areas

Exits, hallways, stairwells, and fire lanes may not be blocked in any fashion. Items left in these areas will be removed if they present a fire hazard. Bicycles must be parked either outside of the building or in designated bike storage areas as outlined in the bicycle policy.

Firearms, weapons, fireworks, and dangerous chemicals

A. Possession or use of weapons or ammunition is not permitted in the residence halls. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paint-ball guns, bows and arrows, switch blades, knives (except a common pocket knife), nun chucks, martial arts or medieval weapons, and sling shots. No exceptions to this policy are made for participation in special classes.

B. Possession, storage, or use of toy guns or weapons, especially those which launch projectiles and/or resemble real weapons are not permitted.

C. Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms or living areas. All flammable art supplies should be used and stored in a safe manner.

Smoking (Avenue Apartments, Clifton Hall, and Irwin Hall)

A. Smoking tobacco products or any other substance is prohibited within 50 feet of all residence hall facilities.
B. Smoking tobacco products or any other substance is prohibited in all residence hall facilities including stairwell towers, balconies, landings, entryways, playgrounds, and near windows.

**Smoking (Webster Hall)**

Smoking tobacco products in Webster Hall is permitted only in the designated smoking lounge on the fifth floor.

A. Smoking tobacco products or any other substance is prohibited in all other residence hall facilities, including but not limited to rooms, kitchens, stairwell towers, balconies, landings, entryways, playgrounds, and near windows.

**Student Staff Protocol in Case of a Fire**

If you discover a fire, make sure that everyone is out of the area. Leave the room and close the door behind you. When you are safe, pull the nearest fire alarm. Then contact the Professional on duty and Public Safety.

If a smoke detector goes off or you see a fire:

- Remain calm and get out of the building using the nearest exit. If you are in the Avenue Apartments, Clifton or Irwin Hall, evacuate to the parking lot across from Clifton Hall (the faculty parking lot). If you are in Webster Hall evacuate to the empty parking lot across the street from Webster Hall.
- If you are in your room, take your Emergency Clip Board with you.
- The RA on duty should take the duty bag with him or her.
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Knock on the resident’s room doors with the clip board *as you leave* the building.
- If necessary, drop to the floor to avoid smoke and fumes and crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
- Call 9-1-1 from a safe location, outside of the building. **UNDER NO CIRCUMSTANCES ARE YOU TO RE-ENTER THE BUILDING!**
- Call the Professional on duty and Public Safety.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.
- Once outside, using your Emergency Clip board floor sign, gather your residents.
- Account for those residents who are present by checking them off on your roster. Prepare list of “missing” students for emergency response staff.
Professional Staff Protocol in Case of a Fire

The Professional on duty receives a call from the Resident Advisor (RA) that there is a fire in the building.

*Step 1:* Respond on scene of fire and call the Vice President for Student Affairs on the way to inform him/her.

*Step 2:* Make sure the RA:
- Activates a fire alarm if it has not already been pulled.
- Exits the building and knocks on doors with their clip board on their way out.
- Calls Public Safety and the Fire Department.
- Assist with crowd control
- Follows emergency protocol procedures

*Step 3:* Once on scene introduce yourself to the appropriate Professionals assisting with the fire. Assist fire department & the RAs to get students away from the building. Check in with RAs and assist them with roster checks. Check in with fire department or police regularly.

**Statistical Report**

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