
CAL POLY POMONA

2017 ANNUAL FIRE SAFETY REPORT

IN COMPLIANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT
(HEOA) (34 CFR 668.49)



This page intentionally left blank

TABLE OF CONTENTS

Annual Fire Safety Report.....	4
Reporting a Fire	4
Mandatory Supervised Drills	4
Residential Facilities - Street Addresses	5
Fire Statistics by On-Campus Student Housing Facility 2014-2016.....	6
Description of Fire Safety Systems	9
Emergency Notification For Fire Incidents	10
Fire Safety Education and Training Programs.....	11
Fire Safety Policies and Evacuation Procedures	12
Smoking Policy.....	12
University Housing Services (UHS) – Fire Safety Policy	12
University Village - Fire Safety Policies and Responsibilities.....	12
University Housing Services – Evacuation Procedures and Responsibilities.....	14
University Village - Evacuation Chain of Command	15
Plans for Future Improvement in Fire Safety	16
2017 Annual Security report	16
Fire Log	17

ANNUAL FIRE SAFETY REPORT

The Annual Fire Safety Report is published and disseminated annually in compliance with The Campus Fire Safety Right-to-Know Act, included as part of the reauthorization of the Higher Education Opportunity Act (HEA) institutional fire safety regulations (34 CFR 668.49). These regulations apply only to institutions with on-campus student housing facilities and focus exclusively on those facilities. The regulations do not apply to other buildings or other non-campus student housing the institution may own or control. The reporting period for this report is the 2016 calendar year.

The terms “On-Campus Housing” and “fire” used within this report are defined as follows:

- On-Campus Student Housing is defined as a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonably contiguous area that makes up the campus.
- For purposes of fire safety reporting, a fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Cal Poly Pomona’s Annual Fire Safety Report provides the following information:

- A description of each on-campus student housing facility fire safety system;
- The number of fire drills held during the previous calendar year;
- Policies on portable electrical appliances, smoking and open flames in student housing facilities; and
- Procedures for student housing evacuation in case of a fire.

REPORTING A FIRE

Although residents may report a fire to any University official, students and employees should report all fires, fire related emergencies, or smell of smoke to the University Police Department Police Dispatcher. Dial 9-1-1 from any campus or emergency phone, or (909) 869-3070 if using a cell phone. The nearest fire alarm may be activated.

After the fire has been extinguished, for purposes of including a fire in the annual fire safety report statistics, all fires should be reported to the one of the following housing officials: University Housing Services - Executive Director, Residence Life Director, Coordinator On Duty, Associate Director of Facilities: University Village - Director of Foundation Housing, Associate Director of Operations, Assistant Director for Community Standards, Assistant Director for Leadership Development, Facilities Manager.

MANDATORY SUPERVISED DRILLS

Evacuation drills are conducted involving all University Housing Services (UHS) facilities and Foundation Housing Services, Inc. (Village) annually. All Housing professional staff and student resident and community advisors

receive training in evacuation policies and procedures. A mock evacuation drill is conducted annually with University Housing staff.

During this reporting period, the university conducted (5) mandatory supervised drills as listed below.

Type of Program	Date	Dept. Provider	Audience	Description
Fire/Evacuation Drill	10/11/16, 9PM	Institutional Risk/Village	University Village Housing, Foundation (Village)	Unannounced
Fire/Evacuation Drill	9/15/2016, 3:20PM	Institutional Risk/UHS	University Housing Services (UHS) - State	Unannounced
Fire/Evacuation Drill	10/4/2016, 2:15PM	Institutional Risk/UHS	UHS - Dorms	Unannounced
Fire/Evacuation Drill	10/05/2016, 2:15PM	Institutional Risk/UHS	UHS – State/Suites	Unannounced
Fire/Evacuation Drill	Annual (9/7/16)	UPD/ I-Poly Administrators	Employees, Students - I-Poly	Unannounced

RESIDENTIAL FACILITIES - STREET ADDRESSES

University Housing Services Buildings 20-23, 57-59, 70-71 (Building #) University Dr. Pomona, CA 91768	University Housing Services Buildings 52, 54, 60-63 (Building #) Kellogg Dr. Pomona, CA 91768
University Village All Buildings (Building #) 3400 Poly Vista Pomona, CA 91768	University Housing Services Lyle Center for Regenerative Studies 4105 University Dr. Pomona, CA 91768

FIRE STATISTICS BY ON-CAMPUS STUDENT HOUSING FACILITY 2014-2016

Fire Statistics 2014

On-Campus Student Housing Facilities	# of Fires	Category/Cause of Fire	Number of Deaths	Number of Injuries	Value of Property Damage	Incident Date/#
University Housing Services (UHS)						
Building 57 Palmitas	0	N/A	N/A	N/A	N/A	N/A
Building 58 Cedritos	0	N/A	N/A	N/A	N/A	N/A
Building 59 La Cienega	0	N/A	N/A	N/A	N/A	N/A
Building 20 Encinitas	0	N/A	N/A	N/A	N/A	N/A
Building 21 Montecito	0	N/A	N/A	N/A	N/A	N/A
Building 22 Alamitos	0	N/A	N/A	N/A	N/A	N/A
Building 23 Aliso	0	N/A	N/A	N/A	N/A	N/A
Building 70 Los Olivos	0	N/A	N/A	N/A	N/A	N/A
Building 71 Naranjita	0	N/A	N/A	N/A	N/A	N/A
Building 54 Estrellas	0	N/A	N/A	N/A	N/A	N/A
Building 60 Bonita	0	N/A	N/A	N/A	N/A	N/A
Building 61 Del Sol	0	N/A	N/A	N/A	N/A	N/A
Building 62 Montanas	0	N/A	N/A	N/A	N/A	N/A
Building 63 Luna	0	N/A	N/A	N/A	N/A	N/A
Building 52 New Vista Dining	0	N/A	N/A	N/A	N/A	N/A
Lyle Center for Regenerative Studies	0	N/A	N/A	N/A	N/A	N/A
University Village						
University Village Building 209 Riverfront	0	N/A	N/A	N/A	N/A	N/A
University Village Building 209 Sunspace	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 60A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 60B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 110A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 110B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 130A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 140B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 150D	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 180D	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 190A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 230A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 260A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 95	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 105	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 115	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 125	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 135	1	Unintentional/ Heating equipment	0	0	\$0-99	07/19/14 DR #14-326

Fire Statistics 2015

On-Campus Student Housing Facilities	# of Fires	Category/Cause of Fire	Number of Deaths	Number of Injuries	Value of Property Damage	Incident Date/#
University Housing Services (UHS)						
Building 57 Palmitas	0	N/A	N/A	N/A	N/A	N/A
Building 58 Cedritos	0	N/A	N/A	N/A	N/A	N/A
Building 59 La Cienega	0	N/A	N/A	N/A	N/A	N/A
Building 20 Encinitas	0	N/A	N/A	N/A	N/A	N/A
Building 21 Montecito	0	N/A	N/A	N/A	N/A	N/A
Building 22 Alamitos	0	N/A	N/A	N/A	N/A	N/A
Building 23 Aliso	1	Intentional/ Arson*	0	0	\$100-999	01/12/2015 DR #15-17
Building 70 Los Olivos	0	N/A	N/A	N/A	N/A	N/A
Building 71 Naranjita	0	N/A	N/A	N/A	N/A	N/A
Building 54 Estrellas	0	N/A	N/A	N/A	N/A	N/A
Building 60 Bonita	0	N/A	N/A	N/A	N/A	N/A
Building 61 Del Sol	0	N/A	N/A	N/A	N/A	N/A
Building 62 Montanas	0	N/A	N/A	N/A	N/A	N/A
Building 63 Luna	0	N/A	N/A	N/A	N/A	N/A
Building 52 New Vista Dining	0	N/A	N/A	N/A	N/A	N/A
Lyle Center for Regenerative Studies	0	N/A	N/A	N/A	N/A	N/A
University Village						
University Village Building 209 Riverfront	0	N/A	N/A	N/A	N/A	N/A
University Village Building 209 Sunspace	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 60A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 60B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 110A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 110B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 130A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 140B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 150D	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 180D	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 190A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 230A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 260A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 95	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 105	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 115	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 125	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 135	0	N/A	N/A	N/A	N/A	N/A

*The fire in Building 23 (Aliso Hall) was investigated and determined to be Arson. The perpetrator used unknown means to ignite paper towels in a plastic trashcan in the men's restroom.

Fire Statistics 2016

On-Campus Student Housing Facilities	# of Fires	Category/Cause of Fire	Number of Deaths	Number of Injuries	Value of Property Damage	Incident Date/#
University Housing Services (UHS)						
Building 57 Palmitas	0	N/A	N/A	N/A	N/A	N/A
Building 58 Cedritos	0	N/A	N/A	N/A	N/A	N/A
Building 59 La Cienega	0	N/A	N/A	N/A	N/A	N/A
Building 20 Encinitas	0	N/A	N/A	N/A	N/A	N/A
Building 21 Montecito	0	N/A	N/A	N/A	N/A	N/A
Building 22 Alamitos	0	N/A	N/A	N/A	N/A	N/A
Building 23 Aliso	0	N/A	N/A	N/A	N/A	N/A
Building 70 Los Olivos	0	N/A	N/A	N/A	N/A	N/A
Building 71 Naranjita	0	N/A	N/A	N/A	N/A	N/A
Building 54 Estrellas	1	Unintentional/ Cooking	0	0	\$250,000-499,00	04/11/16 DR#16-224
Building 60 Bonita	0	N/A	N/A	N/A	N/A	N/A
Building 61 Del Sol	0	N/A	N/A	N/A	N/A	N/A
Building 62 Montanas	0	N/A	N/A	N/A	N/A	N/A
Building 63 Luna	0	N/A	N/A	N/A	N/A	N/A
Building 52 New Vista Dining	0	N/A	N/A	N/A	N/A	N/A
Lyle Center for Regenerative Studies	0	N/A	N/A	N/A	N/A	N/A
University Village						
University Village Building 209 Riverfront	0	N/A	N/A	N/A	N/A	N/A
University Village Building 209 Sunspace	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 60A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 60B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 110A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 110B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 1 Building 130A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 140B	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 150D	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 180D	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 190A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 230A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 2 Building 260A	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 95	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 105	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 115	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 125	0	N/A	N/A	N/A	N/A	N/A
University Village Phase 3 Building 135	0	N/A	N/A	N/A	N/A	N/A

DESCRIPTION OF FIRE SAFETY SYSTEMS

On-Campus Student Housing Facilities	Fire Alarm Monitoring Done On Site	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan / Placards	Number of Evac (Fire) Drills – Calendar Yr.
Building 57 Palmitas	X		X	X	X	1
Building 58 Cedritos	X		X	X	X	1
Building 59 La Cienega	X		X	X	X	1
Building 20 Encinitas	X		X	X	X	1
Building 21 Montecito	X		X	X	X	1
Building 22 Alamitos	X		X	X	X	1
Building 23 Aliso	X		X	X	X	1
Building 70 Los Olivos	X		X	X	X	1
Building 71 Naranjita	X		X	X	X	1
Building 54 Estrellas	X	X	X	X	X	1
Building 60 Bonita	X	X	X	X	X	1
Building 61 Del Sol	X	X	X	X	X	1
Building 62 Montanas	X	X	X	X	X	1
Building 63 Luna	X	X	X	X	X	1
Building 52 New Vista - Dining	X	X	X	X	X	1
Lyle Center - Building 209 Riverfront	X	X				1
Lyle Center - Building 209 Sunspace	X	X	X	X	X	1
University Village Phase 1 Building 60A	X		X	X	X	1
University Village Phase 1 Building 60B	X		X	X	X	1
University Village Phase 1 Building 110A	X		X	X	X	1
University Village Phase 1 Building 110B	X		X	X	X	1
University Village Phase 1 Building 130A	X		X	X	X	1
University Village Phase 2 Building 140B	X		X	X	X	1
University Village Phase 2 Building 150D	X		X	X	X	1
University Village Phase 2 Building 180D	X		X	X	X	1
University Village Phase 2 Building 190A	X		X	X	X	1
University Village Phase 2 Building 230A	X		X	X	X	1
University Village Phase 2 Building 260A	X		X	X	X	1
University Village Phase 3 Building 95	X	X	X	X	X	1
University Village Phase 3 Building 105	X	X	X	X	X	1
University Village Phase 3 Building 115	X	X	X	X	X	1
University Village Phase 3 Building 125	X	X	X	X	X	1
University Village Phase 3 Building 135	X	X	X	X	X	1

EMERGENCY NOTIFICATION FOR FIRE INCIDENTS

In the event of a fire, the fire alarm will notify any building occupants. Cal Poly Pomona may follow the same notification policy for fires that it does for criminal incidents or emergencies. The University will issue emergency notifications, without delay, in response to a confirmed significant emergency or a dangerous situation, occurring in the Clery defined on-campus geography that, in the judgment of the University, constitutes an immediate threat to the health or safety of members of the on-campus community.

Once UPD has received the report, the Chief of Police, (or management designee in the absence of the Chief), will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) an emergency or dangerous situation in fact exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community.

If both of the above factors are not met, no emergency notification will be issued.

If it is determined that both of the above factors are met, then an emergency notification will be issued to the community. The Chief of Police (or management designee in the absence of the Chief), will confer with the Clery Director if one is designated and if available, to prepare the content of the notification taking into account the safety of the on-campus community. They will also determine, based on the confirmed facts of the emergency, if the entire campus community or only a specific segment of the on-campus community is threatened and needs to be notified. Examples of emergencies where only a segment might be alerted would be a fire contained in a dorm laundry room where only the residents of that one dorm floor or of that one dorm building are at risk and need to evacuate, or a chemical spill in a lab where only the one room, floor, or the occupants of that one building are at risk and need to evacuate.

Once the notification is prepared, the Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life-saving measures.

Distribution methods of emergency notifications may include but are not limited to one or more of the following methods:

- The campus mass notification system, including but not limited to phone, campus email, or text messaging
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Other means appropriate under the circumstances

Students and employees who need information on how to add contact information to be included for emergency notification or to remove information and “opt out” of notifications should visit

<http://www.cpp.edu/~safety/emergency-communication/safety-alert-system.shtml> or call the Information Technology Help Desk at (909) 869-6776 for assistance.

The Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will provide follow-up notifications and information until the emergency is mitigated and no longer poses a threat.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

All student residents and employees are trained in procedures to report fires and other emergencies. This information is included in all new student orientation and student housing employee training and is reinforced in procedures, protocols. All students and employees should report all fires, fire related emergencies, or smell of smoke to the University Police Department Police Dispatcher. Dial 9-1-1 from any campus or Code Blue emergency phone, or (909) 869-3070 if using a cell phone to reach a Police Dispatcher 24 hours a day. The nearest fire alarm may be activated. Information regarding these policies and evacuation procedures are outlined in the Evacuation and Fire Safety Policies section of this report.

Although the institution does not have policies related to fire safety education programs and fire safety training programs associated with on-campus student housing facilities, fire safety education and training is a high priority. All housing professional and student staff receive training that includes evacuation policies and procedures, fire extinguisher training, notification procedures, and other related safety topics.

Evacuation maps are affixed to the interior side of all University Housing Services room and suite doors. There is permanent signage throughout facilities providing emergency contact information, evacuation, and other related safety information. At the University Village, each apartment has an evacuation map on the inside of the front door.

All University Housing Services residents receive training in emergency procedures and protocols at an all hall meeting at the beginning of the academic year. Throughout the year, Resident Advisors may hold additional workshops and trainings for housing residents on fire safety, with fire department personnel providing fire extinguisher training.

All University Village residents are required to read, and agree to adhere to, fire safety and evacuation policies and procedures included in their license agreement.

Residents may access addition safety information is available on-line at <http://www.cpp.edu/~housing/forms-policies/safety.shtml>

FIRE SAFETY POLICIES AND EVACUATION PROCEDURES

Smoking Policy

Cal Poly Pomona is a smoke and tobacco free campus. The smoking policy defines “smoking” as lighting, burning, carrying, inhaling, exhaling, or holding a lit cigarette, cigar, bidi, pipe, or other smoking or recreational vapor delivery apparatus containing tobacco or another substance. The policy is available on-line at <http://www.cpp.edu/~smokefree/policy.shtml>

University Housing Services (UHS) – Fire Safety Policy

Fire Safety/Evacuation – Any violations may result in eviction from UHS property on the first offense.

1. All persons are required to evacuate the building any time an alarm sounds and follow evacuation instructions given by the UHS staff. During an evacuation, UHS staff may enter individual units to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by UHS staff or emergency personnel.
2. Intentional misuse of, tampering with or obstruction of the fire safety system or firefighting equipment (e.g., fire alarm, fire extinguisher, emergency "EXIT" signs, smoke detectors, fire sprinkler heads, etc.) is a misdemeanor violation in accordance with City of Pomona Ordinance #3286.
3. Possession, storage or use of ammunition, explosives (firecrackers fireworks, smoke bombs, etc.), flammables (gasoline, propane, butane, kerosene, etc.), candles or any item with an open flame in the housing facilities (including on balconies and patios) is strictly prohibited.
4. Burning any material, including incense, is prohibited except when specific prior approval is obtained from the building Coordinator for the purpose of religious observances only.
5. Decorations that are flammable or fire hazards (including candles or incense –are prohibited - see [Fire Safety, II. Community Standards, #D.](#)
6. Licensee shall not bring or maintain any hazardous electrical decoration including, but not limited to, halogen torch lighting.
7. Extension cords and multiple plugs/outlet adapters are prohibited.
8. Only power strips with a minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment.
9. It is prohibited to cover more than 25% of a door or wall in both private and public spaces.
10. It is prohibited to hang objects from the ceiling in both private and public spaces.
11. "Live cut" trees (such as Christmas trees) or other combustible decorations are prohibited in the residential facilities.
12. Any permissible holiday decorations in the residence halls must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.
13. All electrical decorations must remain within unit and not be mounted on doors, windows or their frames.

University Village - Fire Safety Policies and Responsibilities

Barbeques

- A. Licensee may possess, and use personal charcoal barbecues a minimum of twenty-five (25) feet from any FHS building. Gas and propane barbecues are prohibited.
- B. Licensee must remain with hot barbeque at all times, dispose of all extinguished coals/ash in a trash receptacle, and clean the area after every use.
- C. Barbeques are to be stored in a safe location that doesn't block any emergency exit or egress.

- D. Lighter Fluid and charcoals cannot be stored in the outdoor storage closet due to the location of the hot water heater.
- E. The proper storage location for lighter fluid and charcoal are:
 - Phase I: Under the kitchen sink or inside the kitchen/hallway closet
 - Phase II: Under the kitchen sink or inside the kitchen/hallway closet
 - Phase III: Under the kitchen sink, inside the hallway closet, or in the side nook in the housing unit (next to dining room table)

Emergency Procedures

- A. All persons are required to evacuate when directed to by University Village Staff for emergencies and University Village training evacuations.
- B. Tampering or removing the University Village evacuation map on the back of your housing unit front door is prohibited. The emergency procedures and evacuation map should be viewed by all Licensees and their guests.

Fire Equipment and Fire Safety

- A. Highly flammable materials, liquids, or instruments which pose an unreasonable risk of damage or injury are prohibited. These items include, but are not limited to: candles, incense, space heaters, fireworks, gasoline,
- B. Misuse of the stove or leaving a lit stove or oven unattended is prohibited.
- C. Power strips, extension cords, and string lights are permissible as long as they are UL approved and meet minimum fire safety regulations for indoor use. Plugging multiple extensions cords and power strips into one another is prohibited.
- D. It is a misdemeanor violation to tamper or obstruct fire safety system or equipment in accordance with the City of Pomona # 3286. This includes tampering or breaking fire alarms, fire equipment, hanging/covering fire safety items or making false reports.
- E. Sending false alarms is prohibited. You will be charged for the replacement of any fire safety device lost, discharged, or damaged by Licensee or guest.
- F. Licensee shall not block space in any manner as to block emergency access to the window(s) or door(s).
- G. A maximum of 8 people, including Licensees, are allowed in a unit (including porches/patios) at any given time.
- H. Artificial Christmas trees are allowed if under 4 feet.
- I. Hoverboards and similar motorized devices are prohibited on University Village property.
- J. All persons are required to evacuate for emergencies and University Village training evacuations.
- K. Tampering or removing the University Village evacuation map on the back of your housing unit front door is prohibited. The emergency procedures and evacuation map should be viewed by all Licensees and their guests.

Village Community Standards - Furnishings and Appliances, includes the following:

Refrigerator/freezer greater than 3.5 cubic feet, in-line water purification system, lofts, electrical appliances used for heating or preparation of food (portable stoves, hot plates, etc.), portable dishwashers, halogen lamps, waterbeds, and washers or dryers are prohibited.

University Housing Services – Evacuation Procedures and Responsibilities

The Residential Life Team (RLT) Evacuation Responsibilities

During business or after-hours emergency evacuations, the Residence Life Team (RLT), Resident Advisors (RAs), and Front Desk Assistants (FDAs) are assigned to evacuate the residents from their assigned residential buildings. However, in the event that any pre-assigned individual are not present or available during an emergency evacuation, University Housing Services emergency team members shall solicit assistance from other staff and residents, or request assistance from the campus EOC to provide staff or volunteers who will help with the evacuation.

Resident Life Coordinators (RLC): The Resident Life Coordinators are the designated Building Marshals (BMs) for their assigned Residence Halls, Residential Suites, and CRS. RLCs are responsible for implementing the Residence Evacuation Plan into action during after-hours.

Principal Building Marshal (PBM) Responsibilities

All BMs will have access to Motorola radios as part of their emergency supplies located at the Front Desk of their buildings. The radios will help BMs to communicate with the Principal Building Marshal (PBM) and the other BMs during the evacuation process. The BMs will be called by the PBM to give evacuation status reports, inform of any high-risk areas, or to let them know when the evacuees are able to reenter the buildings. Radios should be set to Channel 1. Extended conversations should be set to Channel 2.

Public Safety Two-Way Radios – University Housing Services has three (3) public safety band two-way radios. The radios are located in the Assistant Director of Business Services Office in the La Cienega Center, Bldg. 59; the Associate Director of Facilities Office in the Naranjita Center (Java), Bldg. 71.

Building Evacuation Procedures/Resident Rosters

With the help of the RAs and FDAs, the Building Marshals (BM) are to safely evacuate residents, guests, and staff from the Halls/Suites/CRS. All BMs are required to keep current resident roster lists in the emergency bins located in the Front Desk. RLCs can access rosters through Odyssey and must keep rosters updated at all times.

Once the evacuees have been escorted to the designated evacuation site, the BMs, RAs, and FDAs are required to take resident attendance and submit all resident roster lists to the PBM at the Rose Garden. BMs and Floor Captains must use reflective signs located in the Emergency Bin to organize the residents at the evacuation site.

The PBM will collect and deliver all resident roster lists to the main campus Emergency Operation Center (EOC) located in Building 49 on Citrus Lane.

Resident Advisors (RAs) and Front Desk Assistants (FDAs) Responsibilities

Under the direction of the Resident Life Coordinators/Building Marshals, the RAs and FDAs are to assist in executing the Resident Emergency Evacuation Plan. In an ideal situation, the emergency procedures should be executed per the established evacuation process. However, in most cases, not every RA, FDA, or RLC will be present during an unexpected emergency evacuation.

Absolutely no one is permitted to reenter the buildings until it is cleared for reentry by the Principal Building Marshal. The RAs or FDAs should solicit the help of resident volunteers to help evacuate the buildings. Procedures dictate personal safety first. If there is imminent danger, staff are directed to not enter the building or attempt any heroic feats.

Residence Evacuation and Staging Areas

The Residence Halls, Los Olivos Dining Commons, and La Cienega Center are to evacuate to the Rose Garden and Naranjita (Java) lawn areas:

- Rose Garden: Palmitas, Bldg. 57; Cedritos, Bldg. 58; La Cienega Center, Bldg. 59; Los Olivos Commons; Bldg. 70; Encinitas, Bldg. 20; and Montecito, Bldg. 21
- Naranjita (Java): Alamitos, Bldg 22; Aliso, Bldg. 23; and Naranjita Center (Java), Bldg. 71

Residential Suites Evacuation and Staging Areas

The Residential Suites and Vista Denny's/Multi-Purpose Room are to evacuate to the Soccer Fields and Bronco Commons:

- Soccer Fields: Vista Denny's/Multi-Purpose Room, Bldg. 52; Montanas, Bldg 62; Luna, Bldg 63
- Bronco Commons: Estrellas, Bldg. 54; Bonita, Bldg. 60; Sol, Bldg 61

Residence Halls and Suites Evacuation Process

University Housing has a very detailed process and well-defined responsibilities to ensure effective implementation of emergency evacuation procedures. Additional information is available upon request.

University Village - Evacuation Chain of Command

- I. Building Marshall
 - a. Main contact with CPP Emergency Services Coordinator (ESC)
 - b. Maintains open and continuous communication throughout evacuation process with ESC
 - c. Maintains direct line of communication with IC
- II. Incident Commander (IC) - Phase Captain Coordinator - ADCS
 - a. Remains at Emergency Operations Center (EOC)
 - b. Maintains direct line of communication with Primary Phase Captains, Special Teams Coordinator, and Resident Captains
 - c. Gives direction and instructions to each aforementioned position
 - d. Maintains direct line of communication with Building Marshall
 - e. Alternate Building Marshall
- III. Special Teams Coordinator – Community Development Specialist
 - a. Reports to IC
 - b. Maintains accountability of Special Teams
 - c. Gives direction and instruction to Special Teams
 - d. Maintains direct line of communication with IC and Supervisor on Duty
- IV. Primary Phase Captains – Area Directors/ADLD
 - a. Reports to IC
 - b. Remains at Phase Evacuation Point
 - c. Communicates the needs of the Resident Captains up to IC
 - d. Conducts check in of all residents to Phase Evacuation Point through use of Master Roster
 - e. Communicates upwards to IC to assign new tasks to Resident Captains at post

- V. Support Phase Captains – Student Coordinators
 - a. Reports to Primary Phase Captain
 - b. Remains at assigned Phase Evacuation Point
 - c. Assist in resident check in process
 - d. Maintains crowd control
- VI. Resident Captains – Resident Advisors
 - a. Reports to IC all complete building evacuations
 - b. Completes search and rescue with partner in every room of every apartment assigned
 - c. Reports to Primary Phase Captain once assigned buildings are completed
 - i. Primary Phase Captain reports to IC, distribute new instructions to Resident Captains
 - d. Maintains quiet air channels between reports
 - e. Calls RA on Duty phone for any possible Community Standards violations
- VII. Special Teams - Community Development Team, Supervisor on Duty (CDS), & Resident Advisors on Duty
 - a. Reports to Special Teams Coordinator
 - b. CD and MA teams
 - i. Assists Resident Captains as partner in search and rescue as acting Resident Captain
 - c. Supervisor and RA's on Duty
 - i. Remain at EOC
 - ii. Responds to calls made from Resident Captains for possible Community Standards Violations/Residents of Concern in pairs
 - iii. Documents incident reports for Community Standards Violations/Residents of Concern

PLANS FOR FUTURE IMPROVEMENT IN FIRE SAFETY

A new University Student Housing residence facility is underway to replace older residence halls. This facility will have the most current fire safety equipment. In addition, other planned improvements are as follows:

- Add electrical caution signage to fire panel closets and emergency supply storage locations
- Implement daytime evacuation drill for business office spaces and staff
- Add additional building marshals and floor captains with separate daytime and nighttime responsibilities

2017 ANNUAL SECURITY REPORT

The 2017 Annual Security Report pursuant to the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act (20 U.S.C. § 1092(F)) may be accessed on-line from the university home page or at http://www.cpp.edu/pdfs/annual_security_report.pdf

FIRE LOG

University Housing Services and Foundation Housing Services maintains the required campus housing fire log. The log may be accessed at the University Housing Services Office located in Building 59 La Cienega or at the Village business office located at 3400 Poly Vista, Pomona.