

**SAN FRANCISCO STATE UNIVERSITY**

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# 2023 ANNUAL FIRE SAFETY REPORT



FIRE STATISTICS FOR 2020-2022

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**SAN FRANCISCO  
STATE UNIVERSITY**

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## Description of Residence Halls with Fire/Life Safety Systems

### City Eats Dining Center (801 Font Blvd. San Francisco CA, 94132)

City Eats Dining Center is a 2-story dining hall and conference center constructed in the 1960s. The dining hall consists of two main dining rooms and kitchens and is open 7 days a week from 7 am to Midnight. The capacity of the dining hall is approximately 460 people. On the first floor of the dining hall, consisting mostly of a kitchen, prep area, storage, loading dock and offices; there are two exits. On the second floor of the dining hall, there is a kitchen, dish room, dining seating and offices; there are four exits from this floor.

The conference center, Seven Hills Conference Center, consists of five meeting rooms, with a capacity of 400 people. The conference center is located on the second floor of the City Eats Dining Center and has 2 exits.

### Manzanita Square (2 Varela Ave. San Francisco CA, 94132)

Manzanita is an eight (8) story residence apartment building constructed in 2020. The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week, as well as by the front desk attendant. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevators and elevator landings each have a smoke detector. Each floor of occupant rooms has up to two (2) Resident Assistants (RA) to assist in emergencies and with evacuations.

### Mary Park Hall (802 Font Blvd. San Francisco CA, 94132)

Mary Park Hall is a six (6) story residence hall constructed in 1960. The building has a front desk attendant 24 hours a day, 7 days a week. There is a sprinkler system in each of the janitor closets. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations. There are 2 rescue assistance areas located on the 4<sup>th</sup> floor of Mary Park Hall designed for residents with mobility issues who may not be able to easily evacuate the building.

### Mary Ward Hall (800 Font Blvd. San Francisco CA, 94132)

Mary Ward Hall is a six (6) story residence hall constructed in 1960. The building has a front desk attendant 24 hours a day, 7 days a week. There is a sprinkler system in each of the janitor closets. The occupant rooms contain smoke detectors connected through a Simplex system that report directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations.

*Towers at Centennial Square (TCS) (796 Font Blvd. San Francisco CA, 94132)*

The Towers at Centennial Square (TCS) is a 15-story residence apartment building with (14) occupant floors constructed in 1991. The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevators and elevator landings each have a smoke detector. Each floor of occupant rooms has one Resident Assistant (RA) to assist in emergencies and with evacuations. (The 14th floor RA is responsible for the 15th floor emergencies and evacuations). Fire safety blankets are included in these apartments as a preventative measure.

*Towers Jr. Suites (Living Learning Community formerly STTC) (798 Font Blvd. San Francisco CA, 94132)*

The Towers Jr. Suites is a five (5) story residence hall with (3) occupant floors constructed in 1991. The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations.

*Village at Centennial Square – Bldg. A/B (750 Font Blvd. San Francisco CA, 94132)*

The Village at Centennial Square – Bldg. A/B is a 6-story residence apartment building constructed in 1999. The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has 1 Resident Assistant (RA) to assist in emergencies and with evacuations. Several floors have additional RA staffing. Fire safety blankets are included in these apartments as a preventative measure.

Health Promotion & Wellness Offices: On the ground level of Village Bldg. A is a 6,000 square feet space that is occupied by the administrative and programming offices of Health Promotion & Wellness. These offices are part of the Student Affairs Enrollment Management cabinet area.

*Village at Centennial Square – Bldg. C (750 Font Blvd. San Francisco CA, 94132)*

The Village at Centennial Square – Bldg. C is 4 story residence apartment building constructed in 1999. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has 1 Resident Assistant (RA) is available to assist in emergencies and with evacuations. (The 2nd floor RA is responsible for emergencies and evacuations on the 1st floor). Fire safety blankets are included in these apartments as a preventative measure.

Equity & Community Inclusion Offices: On the ground level of Village Bldg. C are the administrative and programming offices for several centers (Administrative Offices, ASPIRE Center, Black Unit Center) that at one point occupied approximately three residential apartments. These offices are part of the Student Affairs Enrollment Management cabinet area.

International Education Offices: On the ground level of Village Bldg. C are the administrative and programming offices for programs serving international education (Scholar Services, International Exchange, Study Abroad, etc.) that at one point occupied approximately six residential apartments. These offices are part of the Student Affairs Enrollment Management cabinet area.

### University Park South

University Park South is a community of 4 blocks comprised of 2-story residence garden townhomes constructed in 1950. The occupant rooms contain independent local smoke detectors. There are limited shared common spaces which include courtyards, carports, and laundry rooms of which the latter contain independent local smoke detectors. Each block has 1-2 Resident Assistants (RAs) available to assist in emergencies and with evacuations. Fire safety blankets are included in these apartments as a preventative measure. This community Comprises the following address:

- 1 - 34 Arellano Avenue
- 2 - 16 Cardenas Avenue
- 500 - 619 Font Boulevard
- 2 - 16 Pinto Drive
- 100 - 232 Serrano Drive
- 61 - 100 Tapia Drive

### University Park North - Gardens

University Park North - Gardens community consists of 10 blocks in the Northern residential neighborhood of campus constructed in 1950. The community consists of 2-story flats, and 3-story garden-level apartments. All occupant rooms contain local, hardwired smoke detectors. The garden level buildings have a local fire alarm system (not connected to a monitoring service or UPD). The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. Resident Assistants (RAs) are assigned a cohort of approximately 50 residents to assist in emergencies and with evacuations. Fire safety blankets are included in these apartments as a preventative measure. This community Comprises the following address:

- 1 - 387 Buckingham Way
- 400 - 460 Winston Drive

### University Park North - Highrise

University Park North Highrise community consists of 4 blocks in the Northern residential neighborhood of campus constructed in 1950. The community consists of 4 residential towers. All occupant rooms contain local, hardwired smoke detectors. The 4 residential towers' common corridor areas and lobbies contain hardwired smoke detectors that are connected to an Edwards system that reports directly to the main fire alarm control panel which is monitored by a central monitoring agency that contacts the University Police Department 24 hours a day, 7 days a week. The sprinkler system's fire risers are also connected through the Simplex system to set off the main fire alarm. Resident Assistants (RAs) are assigned a cohort of approximately 50 residents to assist in emergencies and with evacuations. Fire safety blankets are included in these apartments as a preventative measure.

This community Comprises the following address:

- 225 and 235 Buckingham Way

- 255 and 265 Buckingham Way
- 285 and 295 Buckingham Way
- 325 and 335 Buckingham Way

Fire Safety Systems in Residential Facilities								
Facility	Fire Alarm Monitoring On-Site (by UPD)	Partial Sprinkler	Full Sprinkler	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Planned Evacuation (Fire) Drills Each Calendar Year	Actual Evacuation (Fire) Drills Each Calendar Year
City Eats Dining	Yes	Yes	N/A	Yes	Yes	Yes	1	1
Manzanita Square	Yes	N/A	Yes	Yes	Yes	Yes	3*	3*
Mary Ward Hall	Yes	Yes	N/A	Yes	Yes	Yes	2	2
Mary Park Hall	Yes	Yes	N/A	Yes	Yes	Yes	2	2
Towers JS	Yes	N/A	Yes	Yes	Yes	Yes	2	2
TCS	Yes	N/A	Yes	Yes	Yes	Yes	3*	3*
Village – A/B	Yes	N/A	Yes	Yes	Yes	Yes	2	2
Village – C	Yes	N/A	Yes	Yes	Yes	Yes	2	2
UPN - Garden	No	No	N/A	Yes	Yes	Yes	0*	0*

UPN - Highrise	No	Yes	N/A	Yes	Yes	Yes	2	2
UPS	No	No	N/A	Yes	Yes	No	0**	0**
TOTAL EVACUATIONS PER YEAR*							19 drills	19 drills

\*These buildings house students in Summer which require an additional drill for Summer Semester.

\*\*These facilities do not have a central fire alarm system to conduct a community-wide evacuation.

## Fire Drills

Within the first six (6) weeks of each semester, each residential facility practices a fire drill of the facilities systems and evacuation procedures. The University is structured on a semester system with Fall/Spring/Summer semesters. The total number of planned drills are 3 drills per residential facility over the course of the calendar year.

\*UPN Garden facilities are incapable of conducting a building-wide evacuation due to building & system design.

\*\*UPS facilities are incapable of conducting a building-wide evacuation due to building & system design.

## Policies or Rules within our Student Housing Facilities

### General

No flammable material is allowed on room doors, a small, approved message board may be used. Furniture and other items may not be placed inside the doorway (including hanging beads, drapes, etc.) that impede entrance to or exit from the room. Fire suppression sprinkler heads must remain unobstructed and must not be tampered with at all times. No items may be hung from or stored closer than 18" from any sprinkler head. Fire blankets have also been installed in all apartment-style units. Fire code 1988 UBC, Section 3305h1 requires doors to be self-closing. The California State Fire Marshall requires that no doors be propped open with any object or dismantling of any door-closing device.

### Electrical Appliances

- UL-approved automatic electrical coffee makers are permitted.
- UL-approved irons and hair dryers are permitted.
- Household-size refrigerators are not permitted in the Residence Community unless provided to you in your apartment. However, small (5.5 cubic feet or smaller) units are permitted.
- Microwaves are permitted.
- UL-approved toasters are permitted with the apartment community only.
- No other electrical cooking appliances are permitted.

### Open Flames

In accordance with California State Fire Codes open flames are prohibited. The burning of candles, incense or any other item requiring an open flame is prohibited. Requests may be made with the Area Coordinator for special purposes that may require the use of an open flame.

### Smoking

SF State is a smoke-free campus. Pursuant to the California State University Chancellor's Executive Order (see [CSU CO Executive Order 1108](#)) and California State law, smoking is prohibited in all state buildings. Additionally, University Executive Directive #15-40 makes SF State a Smoke-Free Campus (see [UED #15-40](#)). Smoking is not permitted in any location (student room or common area) in or around the Residence Community. Smoking is prohibited on University owned or leased property except for in officially posted designated smoking areas.

### Tampering with Building Fire Alarm Systems

It is against State Law to tamper with any part of a building fire alarm system, including smoke detectors, fire hoses or extinguishers. Any person activating a false fire alarm or violating any provision of the State Fire Law is subject to University disciplinary action, (revocation of his/her Housing License and/or other formal disciplinary measures), and criminal prosecution. Pulling a FALSE fire alarm as a prank will result in resident eviction.

## **Procedures for Student Housing Evacuation**

Fire alarm pull stations are located in public areas of the Residence Community. If you smell or see smoke or fire, go to a pull station and pull the lever to activate the building alarm. After pulling the lever, you must immediately evacuate the building and then call 9-1-1 or 415-338-2222.

To discourage false fire alarm pulls, protective covers have been installed over the fire alarm pull stations in some areas. To use the pull station, first pull up the cover. This will set off a local alarm in the pull station. This does not activate the building alarm. To activate the building alarm, you must then pull down the lever inside the protective cover.

In accordance with the University policy, a fire drill is conducted in every student residence building each semester. Staff members take part in the drill and help evacuate the building. The purpose of these fire drills is to test the building fire alarm system and familiarize residents with the correct procedures should an actual evacuation be necessary. Evacuation procedures for each individual building are posted in the elevator lobby of each floor. Residents are advised to read the procedures so they will know the location of all emergency exits in their building. Evacuation guidelines are also posted on the back of most resident room or apartment doors. Prior to the evacuation drills, residents are sent notice of the drill along with the safety features of the building in which they reside.

Additional fire safety information can be accessed here on the Residential Life website at:

<https://reslife.sfsu.edu/livingoncampus>.

### **Fire and Evacuation Information for Student Residents**

At the First Indication of Fire:

1. Set off the nearest fire alarm. Do not try to fight the fire yourself.
2. Call 9-1-1 to report the fire from the nearest telephone.



3. Before passing through any closed doors, feel the door with your hand. DO NOT touch the doorknob. If the door is hot, DO NOT OPEN THE DOOR.
4. Before opening the door, brace yourself against the door and open it slightly. If heat or heavy smoke is present, close the door and remain in the room.
5. Leave the building immediately through the main fire exit indicated on the map displayed on the back of your room door and in the elevator lobbies of the building. DO NOT use the elevators. DO NOT assume a fire alarm is false. DO NOT stop to take valuables.
6. Because stairwells may also draw smoke, only designated fire exit stairwells should be used. The stairwells are designed to provide fire exit ventilation and should be used. These stairwells are safer than the end stairwells and should be used unless access to them is impeded.
7. Remain away from the building in the assembly area until the Police Department, Fire Department or senior staff members give the all clear.
8. Follow instructions of the University Police Department and University officials at all times.

Residents who do not immediately evacuate the building during a fire alarm are subject to disciplinary action.

### **If you are trapped in Your Room/Apartment during a Fire:**

1. Keep low to the floor if there is smoke in the room. The majority of oxygen is present near the floor.
2. Place a towel at the base of the door to prevent smoke from entering the room.
3. Attract the Fire Department's attention by hanging an object (bed sheet, jacket, etc.) out of the window.
4. Call the University Police Department by dialing 9-1-1 (from a hard-wired phone) or 415-338-2222 immediately and report your situation. Be sure to give the name of your building and your room number.

There are two (2) rescue assistance areas located on the 4th floor of Mary Park Hall designed for residents with mobility issues who may not be able to easily evacuate the building. These rescue assistance areas are equipped with a magnetic fire door to block smoke and heat and an intercom system which connects anyone inside to the University Police Dispatcher. If you are a resident with a mobility condition which limits your ability to easily evacuate the building, you may use these two (2) rescue assistance areas to call for help.

## **Policies for Fire Education and Training**

### **Fire Safety Education – Student Residents**

Fire safety training for student residents starts before they reach campus and is ongoing throughout the year. When students sign up for on-campus housing they receive access to the community living standards, a guide to living in the residence community. Included with the packet is literature that outlines fire safety policies and procedures. This packet is included in each household upon move in as well for reference.

Town Hall Meetings are conducted at the beginning of each semester by the Residential Life team to review community standards and safety procedures.

September / October hosts campus safety and emergency preparedness activities to promote visibility, awareness, and readiness. Further, prior to the evacuation drills, residents are sent notice of the drill along with the safety features of the building in which they reside.

## **Fire Safety Training – Student Leaders**

Fire safety training for student leaders is conducted during the 2 weeks of Fall Training in August. Further review is conducted during the team meetings during the months of September/October and throughout the year when critical incidents occur.

Student leaders apply their training in evacuation drills within the first six (6) weeks of each academic semester.

## **Fire Safety Training – Professional Staff**

Fire safety training for professional staff begins in July and concludes with the review of evacuation drills within the Fall semester after the first six (6) weeks.

## **Personnel to Report Incidents of Fire**

The following is a list of positions that should be notified AFTER a fire has occurred:

### **RESIDENTIAL LIFE**

1. Director - who will then notify:
2. Associate Director
3. Assistant Director(s)
4. Residential Clinical Counselor
5. Residential Conduct Coordinator
6. Area Coordinator (for impacted community)

### **STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

1. Vice President
2. Associate Vice President / Dean of Students
3. Assistant Vice President / Chief of Police

### **HOUSING, DINING, & CONFERENCE SERVICES**

1. Executive Director - who will then notify:
2. Director of Business Operations
3. Associate Director of Student Housing
4. Associate Director of Employee and Family Housing
5. Director of Dining & Events
6. Director of Financial Services

### **FACILITIES MANAGEMENT**

1. Associate Vice President – who will then notify:
2. Executive Director, Facilities Operations Campus
3. Manager, Maintenance Services, Housing
4. Associate Director, Housekeeping, Housing

### **ENTERPRISE RISK MANAGEMENT**

1. Risk Manager

ENVIRONMENTAL, HEALTH, & SAFETY

1. Director - who will then notify:
2. Health & Safety Manager

## Description of Future Fire/Life Safety Improvements

City Eats Dining Center (801 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Manzanita Square (2 Varela Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Mary Ward Hall (800 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Mary Park Hall (802 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Towers Jr. Suites (Living Learning Community formerly STTC) (798 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Towers at Centennial Square (TCS) (796 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Village at Centennial Square – Bldg. A/B (750 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

Village at Centennial Square – Bldg. C (750 Font Blvd. San Francisco CA, 94132)

No planned projects for AY 2023/24

University Park South

No planned projects for AY 2023/24

University Park North - Gardens

No planned projects for AY 2023/24

University Park North – Highrise

No planned projects for AY 2023/24

## Student Housing Fire Statistics 2020 through 2022

Statistics and Related Information Regarding Fires In Residential Facilities - 2020						
Residential Facilities	Number of Fires	Fire Number	Cause of Fire	Injuries Caused by Fire	Deaths Caused by Fire	Value of Property Damage
City Eats Dining Center – 801 Font Boulevard	0	0	0	0	0	0
Manzanita Square – 2 Varela	0	0	0	0	0	0
Mary Park Hall - 802 Font Boulevard	0	0	0	0	0	0
Mary Ward Hall - 800 Font Boulevard	0	0	0	0	0	0
Towers at Centennial Square - 796 Font Boulevard	0	0	0	0	0	0
Towers Junior Suites - 798 Font Boulevard	0	0	0	0	0	0
Village at Centennial Square - 750 Font Boulevard	1	1	Accidental Fire	0	0	0 – no damage estimate reported
University Park North	0	0	0	0	0	0
University Park South	0	0	0	0	0	0

N/A = Information Not Available

Statistics and Related Information Regarding Fires In Residential Facilities - 2021						
Residential Facilities	Number of Fires	Fire Number	Cause of Fire	Injuries Caused by Fire	Deaths Caused by Fire	Value of Property Damage
City Eats Dining Center – 801 Font Boulevard	0	0	0	0	0	0

Manzanita Square – 2 Varela	0	0	0	0	0	0
Mary Park Hall - 802 Font Boulevard	0	0	0	0	0	0
Mary Ward Hall - 800 Font Boulevard	0	0	0	0	0	0
Towers at Centennial Square - 796 Font Boulevard	1	1	Accident	0	0	0 – no damage estimate reported
Towers Junior Suites - 798 Font Boulevard	0	0	0	0	0	0
Village at Centennial Square - 750 Font Boulevard	0	0	0	0	0	0
University Park North	0	0	0	0	0	0
University Park South	0	0	0	0	0	0

N/A = Information Not Available

Statistics and Related Information Regarding Fires In Residential Facilities - 2022						
Residential Facilities	Number of Fires	Fire Number	Cause of Fire	Injuries Caused by Fire	Deaths Caused by Fire	Value of Property Damage
City Eats Dining Center – 801 Font Boulevard	0	0	0	0	0	0
Manzanita Square – 2 Varela	0	0	0	0	0	0
Mary Park Hall - 802 Font Boulevard	0	0	0	0	0	0
Mary Ward Hall - 800 Font Boulevard	0	0	0	0	0	0

<b>Towers at Centennial Square - 796 Font Boulevard</b>	0	0	0	0	0	0
<b>Towers Junior Suites - 798 Font Boulevard</b>	0	0	0	0	0	0
<b>Village at Centennial Square - 750 Font Boulevard</b>	0	0	0	0	0	0
<b>University Park North</b>	3	1 Case #22-487	Attempted arson (poster on fire)	0	0	0 – no damage estimate reported
<b>University Park North</b>	3	2 Case #22-555	Unknown cause (garbage can fire)	0	0	0 – no damage estimate reported
<b>University Park North</b>	3	3 Case #22-359	Unknown cause (garbage can fire)	0	0	0 – no damage estimate reported
<b>University Park South</b>	0	0	0	0	0	0

N/A = Information Not Available

## The 2023 Annual Security Report

The 2023 Annual Security Report is available at:

[https://upd.sfsu.edu/sites/default/files/documents/2022\\_Annual\\_Security\\_Report.pdf](https://upd.sfsu.edu/sites/default/files/documents/2022_Annual_Security_Report.pdf)