

Annual Fire Safety Report

**University of California
Campus Fire Marshals**



University of California,
Riverside

FY 2012-2013

HIGHER EDUCATION OPPORTUNITY ACT

The Higher Education Opportunity Act (HEOA) requires that certain information pertaining to the Fire Safety in Student Housing Buildings of current or perspective students and employees be reported on and readily available for viewing by any interested party.

HIGHER EDUCATION OPPORTUNITY ACT

INTRODUCTION

Fire Safety is an essential tool in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. Fire Safety includes education, training, and policies designed to ensure all students, staff and faculty of these institutions are aware of and understand the elements that help to ensure the safety of all.

In an effort to standardize the information that an institution publishes in regards to their own fire safety, the Department of Education developed a new law called Higher Education Opportunity Act (HEOA). HEOA is intended to ensure a reasonable and consistent notification of fire related incidents on University of California, Riverside, administered housing units.

OVERVIEW

In August of 2008, the Department of Education passed a law (Public Law 110-315) stating that all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. Starting October 2010, the report must be publicly disclosed.

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HIGHER EDUCATION OPPORTUNITY ACT ANNUAL FIRE SAFETY REPORT

SUMMARY OF FIRE DEPARTMENT/EH&S REPORTING REQUIREMENTS

UNIVERSITY OF CALIFORNIA, RIVERSIDE

The Higher Education Opportunity Act (HEOA) (Code Reference DOE 34 CFR 600, 668, 675 Final Rule) requires that certain information pertaining to the Fire Safety in UC administered housing units of current or perspective students and employees be reported on and readily available for viewing by any interested party. This document will address the following:

- I. Definition of Terms (§668.49(a)):**
 - a) Cause of Fire
 - b) Fire
 - c) Fire Drill
 - d) Fire-related Injury
 - e) Fire-related Death
 - f) Fire Safety Systems
 - g) Value of property damage
- II. Additional Terms**
 - a) On-Campus Student Housing Facility
- III. Policies (§668.49(b)):**
 - a) Safety Policies (§668.49(b)(4))
 - i. [Use of Electrical Appliances](#)
 - ii. [Smoking](#)
 - iii. [Open Flames](#)
 - b) Fire Evacuation Procedures (§668.49(b)(5))
 - c) Fire Safety Education and Training (§668.49(b)(6))
- IV. Fire Safety Systems (§668.49(b)(2)):**
 - a) Description of systems for all facilities
- V. Fire Drills (§668.49(b)(3)):**
 - b) Number of Fire Drills held during the previous year
- VI. Reporting List (§668.49(b)(7))**
- VII. Future Improvements (§668.49(b)(8))**
- VIII. Statistics (§668.49(c)):**
 - a) Number of fires
 - b) Cause of each fire
 - c) Number of injuries
 - d) Number of deaths
 - e) Value of property damage
- IX. Fire Log (§668.49(d)):**
- X. Disclosure of Information:**
 - a) Fire Log
 - b) Fire Statistics Report
 - c) Annual Safety Report
 - d) Access to Annual Security Report

DEFINITION OF TERMS §668.49(a)

- a. **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- b. **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- c. **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- d. **Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- e. **Fire-related death:** Any instance in which a person
 - i. Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
 - ii. Dies within one year of injuries sustained as a result of the fire.
- f. **Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system may include sprinkler systems or other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- g. **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water and overhaul; however, it does not include indirect loss, such as business interruption.

ADDITIONAL TERMS

On-Campus Student Housing Facility:

Regulatory Language §668.41(a):

A dormitory or other residential facility for students that is located on an institution's campus, as defined in §668.46(a).

UC Fire Marshal's Definition: The HOEA applies to all residential facilities owned or controlled by an institution within the same reasonably contiguous geographic area including privately operated residential housing, provided the building is owned by the University or on the main campus. If the residential housing facility is privately operated, not owned by the University and not located on the main campus then the facility is **NOT** included in this report. If the residential housing facility is privately operated, not owned by the University but located on the land owned by the Regents of the University of California, then the facility is not included.

POLICIES §668.49(b)

a. Safety Policies §668.49(b)(4)

Refer to the Fire Prevention and Life Safety policy/procedures <http://fboapps.ucr.edu/policies>

- i. Use of Electrical Appliances (UCR Policy 425-18)
- ii. Smoking (UCR Policy 850-65)
- iii. Open Flames (UCR Policy 425-28)

b. Fire Evacuation Procedures §668.49(b)(5)

Refer to the Emergency Procedures <http://ehs.ucr.edu/emergency/procedures> and review the UCR Emergency Action Plan (EAP)

c. Fire Safety Education and Training §668.49(b)(6)

On an annual basis, Environmental Health & Safety provides training to Residence Life professional staff. This includes education and training in Fire & Life Safety, Electrical Safety, Fire Extinguishers, Emergency Response, and a Smoking Corridor exercise. Additionally, these components are included in the Safety Orientation course that is required of all faculty, staff, and students to take. The courses are available online 24/7 from the Environmental Health & Safety website <http://ehs.ucr.edu> under “Training”.

FIRE SAFETY SYSTEMS §668.49(b)(2)

a. A description of each on-campus student housing facility fire safety system.

Residential Facilities	Fire Sprinkler		Fire Alarm System				Fire Wall	
	Full	Partial	Smoke	Duct	Manual Pull	Evac Device	Corridor	Room
A&I Residence Hall	Y		Y	N	Y	Y	Y	Y
Lothian Residence Hall	Y		Y	N	Y	Y	Y	Y
Pentland Hills	Y		Y	N	Y	Y	Y	Y
Glen Mor	Y		Y	N	Y	Y	Y	Y
Bannockburn Village	N	N	Y	N	Y	Y	N	Y
Bannockburn Plaza	N	N	Y	N	Y	Y	N	N
Crest Family Housing	N	N	N	N	N	N	N	N
International Village	Y		Y	N	Y	Y	Y	Y
Stonehaven Apts.	Y		Y	N	Y	Y	Y	Y
Fallkirk Apartments	N	N	N	N	Y	Y	N	Y

Oban Apartments	N	N	N	N	Y	Y	N	Y
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FIRE DRILLS §668.49(b)(3)

Fire drills are conducted in all Campus Residence Hall and Apartment Housing facilities as prescribed by the California Fire Code. These are scheduled to occur generally in the first two weeks of each academic quarter. These are unannounced and witnessed by Campus Emergency Management, Fire, and Housing staff members

REPORTING LIST §668.49(b)(7)

For purposes of including a fire in statistics in the annual fire safety report, a list of titles of each person or organization to which students and employees should report that a fire occurred.

All fire active fires are to be reported to Campus Police using 9-1-1 or (951) 827-5222. UCPD Dispatchers are available 24/7 to accept any calls regarding fires on Campus. Additional notifications can be made during business hours to the Office of the Campus Fire Marshal, of the Environmental Health & Safety Department on Campus, at (951) 827-6309.

FUTURE IMPROVEMENTS §668.49(b)(8)

Fire Safety Systems

The Housing and Residential Services Unit maintains a list of the buildings that will receive system upgrades.

Description of Upgrades	Status	Building Name	Building Type
Fire alarm upgrade	Awaiting Funding	Falkirk	Apartment
Fire alarm upgrade	In-Design /PreConstr	Oban	Apartment

STATISTICS §668.49(c) [See Example]

The institution must report statistics for each on campus student housing facility for the three most recent calendar years which data are available. For UC Riverside, the information will come from the Office of the Campus Fire Marshal, which will provide the data based on the previously mentioned definitions.

The required statistics are:

- a) Number of fires
- b) Cause of each fire
- c) Number of injuries
- d) Number of deaths
- e) Value of property damage

SAMPLE FIRE STATISTICS REPORT for UC Riverside

Residential Facilities	Date	Time	Cause of Fire	Injuries that Required Treatment at Medical Facility	Deaths Related to Fire	Value of Property Damage	Incident Number [Police, Fire or Campus #]

*The information will be sent in electronic form to the Secretary of the Department of Education, as well as published in the Annual Fire Safety Report.

FIRE LOG §668.49(d): [See Example]

The following must be logged:

- ✓ Must be for the most recent 60-day period
- ✓ Open to the public
- ✓ Contain the following: Date and Time the fire was reported; Nature of the fire; General location of the fire.

SAMPLE FIRE LOG for UC Riverside

Date	Time	Location	Nature of Fire

DISCLOSURE OF INFORMATION

a. Fire Log (§668.49(d)):

- i. Must maintain a written, easily understood fire log.
- ii. Must make an entry or an addition to an entry within 2 business days of receipt of information
- iii. Must make the fire log for the most recent 60-day period open to public inspection during normal business hours, and older logs available within 2 business days of request.
- iv. Must be reported to the campus community on an annual basis through the annual fire safety report statistics log.

b. Annual Fire Statics Report (§668.41(e)(5)):

- i. Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics required by §668.46(c) and §668.49(c) to the Secretary.
- ii. Will include: number of fires and the cause of each fire; number of injuries related to a fire that required treatment; number of deaths related to a fire; value of property damage caused by the fire.

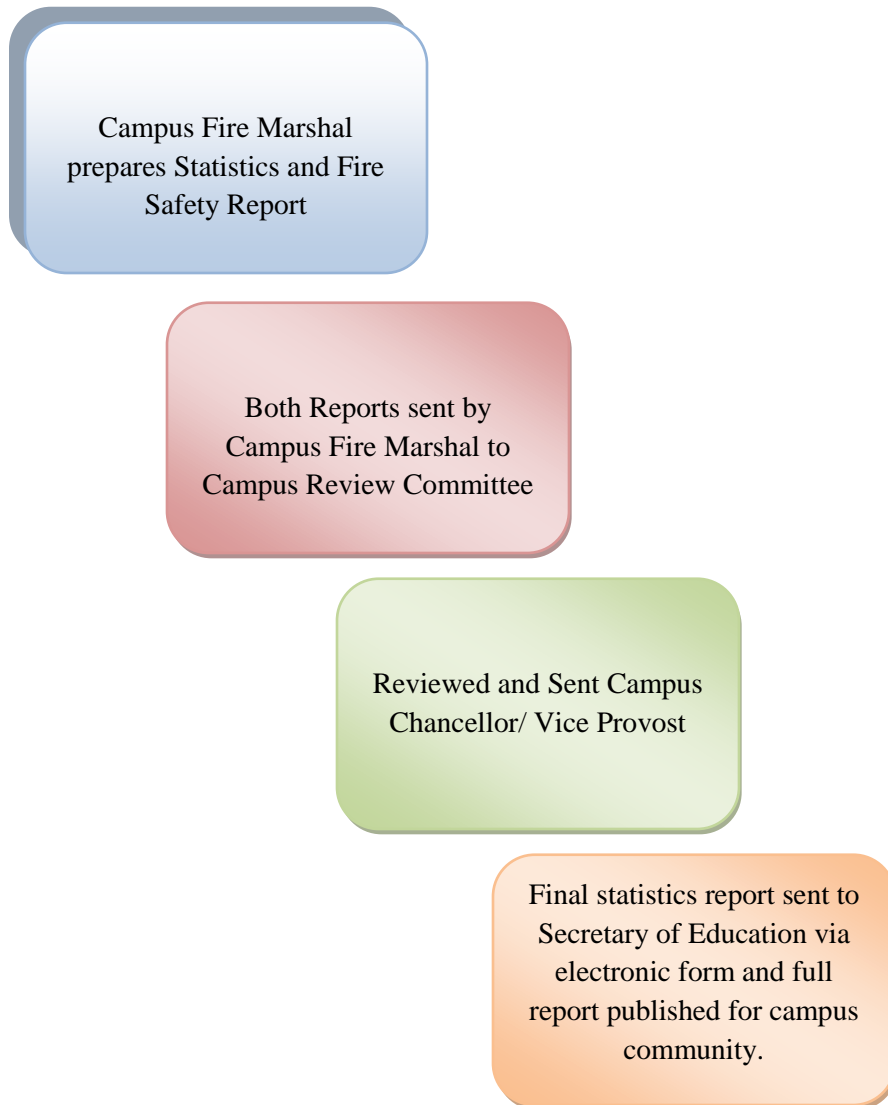
c. Annual Fire Safety Report (§668.41):

- i. Must be distributed to enrolled students through appropriate publications and mailings or internet or intranet web sites
- ii. Must be distributed in brief form to current employees through notice of exact electronic address for internet or intranet web sites with a statement that paper copies of full report available upon request.
- iii. Must provide a notice to prospective students or prospective employees of the availability of the report, a description of the report contents and an opportunity to request a copy. The notice must also include the exact electronic address if the report is posted on an internet web site, and also include a statement that paper copies of full report available upon request.
- iv. Will include: fire statistics as described previously; description of each on-campus student housing facility fire safety system, the number of fire drills held during the previous calendar year; the institutions policies or rules on portable electrical appliances, smoking, open flame in student housing facilities; the institutions procedures for student housing evacuation in case of a fire; policies regarding fire safety education and training programs provided to the students, faculty, and staff; a list of the titles of each person or organization to which students and employees should report that a fire occurred; plans for future safety improvements.

d. Access to Annual Security Report (§668.41(6)):

- i. If the Annual Fire Safety report is published independently of the Annual Security Report, it must include information in each of the two reports about how to directly access the other report.

Appendix I: Reporting Flow of Information



Appendix II: UC Riverside Higher Education Opportunity Act

Reporting Form Annual 2013 Report

I. POLICIES (§668.49(b))

Insert: Safety Policies (Use of electrical appliances, Smoking, Open Flames)

Insert: Fire Evacuation Procedures

Insert: Fire Safety Education and Training

II. FIRE SAFETY SYSTEMS

Residential Facilities	Fire Sprinkler		Fire Alarm System				Fire Wall	
	Full	Partial	Smoke	Duct	Manual Pull	Evac Device	Corridor	Room
A&I Residence Hall	Y		Y	N	Y	Y	Y	Y
Lothian Residence Hall	Y		Y	N	Y	Y	Y	Y
Pentland Hills	Y		Y	N	Y	Y	Y	Y
Glen Mor	Y		Y	N	Y	Y	Y	Y
Bannockburn Village	N	N	Y	N	Y	Y	N	Y
Bannockburn Plaza	N	N	Y	N	Y	Y	N	N
Crest Family Housing	N	N	N	N	N	N	N	N
International Village	Y		Y	N	Y	Y	Y	Y
Stonehaven Apts.	Y		Y	N	Y	Y	Y	Y
Falkirk Apartments	N	N	N	N	Y	Y	N	Y
Oban Apartments	N	N	N	N	Y	Y	N	Y

III. FIRE DRILLS

Fire drills are conducted in all Campus Residence Hall and Apartment Housing facilities as prescribed by the California Fire Code. These are scheduled to occur generally in the first two weeks of each academic quarter. These are unannounced and witnessed by Campus Emergency Management, Fire, and Housing staff members

IV. REPORTING LIST

All fire active fires are to be reported to Campus Police using 9-1-1 or (951) 827-5222. UCPD Dispatchers are available 24/7 to accept any calls regarding fires on Campus. Additional notifications can be made during business hours to the Office of the Campus Fire Marshal, of the Environmental Health & Safety Department on Campus, at (951) 827-6309.

V. FUTURE IMPROVEMENTS

The Housing and Residential Services Unit maintains a list of the buildings that will receive system upgrades.

Description of Upgrades	Status	Building Name	Building Type
Fire alarm upgrade	Awaiting Funding	Falkirk	Apartment
Fire alarm upgrade	In-Design /PreConstr	Oban	Apartment

VI. STATISTICS

FIRE STATISTICS REPORT for UC Riverside

Residential Facilities	Date	Time	Cause of Fire	Injuries that Required Treatment at Medical Facility	Deaths Related to Fire	Value of Property Damage	Incident Number [Police, Fire or Campus #]
None							

VII. PUBLICATION

UC Riverside Annual Security Report is available at the UCR Police Web Site - <http://police.ucr.edu/>