

# 2010 Annual Housing Fire Safety Report

University of California  
Campus Fire Marshals



# UCMERCED



## 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 that all students, staff and faculty 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 the Higher Education Opportunity Act (HEOA). HEOA is intended to ensure a reasonable and consistent notification of fire related incidents on University of California, Merced 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.

***The Annual Fire Safety Report is produced by the UC Merced Environmental Health and Safety (EH&S) Department.***

***Copies are available on the EH&S website at <http://ehs.ucmerced.edu>.***

***Printed copies of the Annual Fire Safety Report are available upon request and available for viewing in the Housing Offices. Please contact Fire Marshal Gini Krippner at [gkrippner@ucmerced.edu](mailto:gkrippner@ucmerced.edu) or call (209) 217-7231.***

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# HIGHER EDUCATION OPPORTUNITY ACT ANNUAL FIRE SAFETY REPORT

## SUMMARY OF FIRE DEPARTMENT/EH&S REPORTING REQUIREMENTS

### UNIVERSITY OF CALIFORNIA, MERCED

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
  - h) In-Building Mass Notification
  - i) Wide-Area Mass Notification System
  - j) Area of Refuge
- 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.
- h. **In-Building Mass Notification System:** A system used to provide information and instructions to people in a building(s) or other space using intelligible voice communication and including visible signals, text, graphics, tactile, or other communication methods. (NFPA 2010)
- i. **Wide-Area Mass Notification System:** Wide-Area Mass Notification Systems are generally installed to provide real-time information to outdoor areas and could have the capability to communicate with other notification systems provided for campus....(NFPA 2010)
- j. **Area of Refuge:** An area where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation. (2007 California Building Code)

## 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 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, and contiguous to the main campus, then the facility is included.

***All UC Merced residential housing buildings are located on the main campus at 5200 N. Lake Road, Merced, CA***

## **POLICIES §668.49(b)**

### **SAFETY POLICIES §668.49(B) (4)**

**All student housing policies are described in the Student Housing Handbook which is given to every resident upon check-in and available on the website at <http://housing.ucmerced.edu>.**

#### **USE OF ELECTRICAL APPLIANCES**

**UC Merced Student Housing Handbook Page 11; AP 12 Electrical Safety:** Only UL approved items are permitted in Housing & Residence Life. Only UL approved halogen lamps with the safety cage will be permitted in housing. Residents must use power-strips with surge-protectors. All extension cords must be heavy duty, single plug, and be UL approved. Altering or adapting electrical outlets and equipment and overloading circuits jeopardize human safety and thus are not permitted. Cords must be used in a safe manner and should never be covered by rugs, stretched across the main walking path of a floor causing a trip hazard, etc.

**UC Merced Student Housing Handbook Page 9; AP 03 Appliances:** For safety and sanitation reasons, the use and storage of electrical cooking appliances is not permitted in the residence halls. One Energy Star rated Micro-fridge no larger than 4.2 cubic feet, or one microwave oven operating at no more than 900 watts and one compact refrigerator not to exceed 4.2 cubic feet. Specific examples of non-permitted appliances include, but are not limited to, coffee pots (including auto shut-off), toasters, electric grills, toaster ovens, hot plates, rice cookers, hot water kettles and space heaters. For questions regarding appliances, please contact your Residence Life Coordinator.

#### **SMOKING**

**UC Merced Student Housing Handbook Page 15; BP 15 Smoking:** Smoking is prohibited in UC-owned and UC-leased occupied buildings. The smoking of legal substances is, however, permitted in designated outdoor smoking areas. These designated areas include all parking lots at least 20 feet away from building entrances and exits including parking lots. There are also designated areas marked outside Stanislaus and San Joaquin Halls, on Muir Pass near Mariposa, and near the bike barn at The Summits. Hookahs are not permitted in the residence hall areas. To demonstrate respect for our campus, smokers shall properly dispose of cigarette butts and not litter the campus.

#### **OPEN FLAMES**

**UC Merced Student Housing Handbook Page 14; BP 08 Fire Safety:** Residents are expected to be aware of fire safety at all times. All fire safety violations are considered very serious and may result in removal from Contract termination.

- a. Tampering with fire detection or safety equipment including disabling smoke detectors, falsely activating the fire alarm pull stations, misusing fire extinguishers and elevators is prohibited.

- b. Hanging anything from the fire sprinkler heads located in the ceilings of the residence halls is prohibited.
- c. Anytime a fire alarm sounds, everyone must evacuate the premises and report to your assigned meeting area immediately and may not re-enter until approved by a university official.
- d. The use of candles, incense, fireworks, smoke/fog machines, hookah or other flame producing devices is strictly prohibited.
- e. The storage of flammable explosives such as propane tanks, gas cans, lighter fluid, etc. is not permitted in the residence halls or adjacent areas.
- f. Grills may not be stored or used in the residence halls. Charcoal grills are available to residents in the courtyard near the Dining Center and a gas grill in The Summits.

## **FIRE EVACUATION PROCEDURES §668.49(B) (5)**

### **FIRE SAFETY**

**UC Merced Student Housing Handbook Page 11; AP 14 Furniture:** Each resident is provided a bed, desk, chair, drawers, closet space, and window coverings. Suite living room furniture is the shared responsibility of suitemates and is furnished with soft seating, a table, and chairs. All university furniture must remain in the assigned room/suite/lounge and is the responsibility of the resident(s). Waterbeds are not permitted. All other personal furniture brought into Housing & Residence Life must be made of fire retardant material and must be removed at the conclusion of the contract term. A charge will be assessed for missing or damaged furniture or any personal furniture left behind. Special needs accommodations will be determined in conjunction with Disability Services.

**UC Merced Student Housing Handbook Page 11; AP 11 Decorating and Personalizing your Room/Suite:** In Housing & Residence Life we encourage students to decorate and personalize their space and ask that you select materials that will not cause permanent damage to the property. Facilities staff assumes responsibility for painting, and therefore, residents are not allowed to paint their rooms. When selecting your decorating materials please use adhesives that are designed to be removed without residue such as painters tape, non-oil based wall putty, small picture hooks or nails no larger than #18, and tension rods. Some examples of unacceptable materials include, but are not limited to, double-sided tape, large nails and screws. Any personal furniture must be made of fire retardant materials and must be agreed upon by all roommates/suitemates. Feel free to consult with the Housing Office if you have any questions about acceptable materials.

**UC Merced Student Housing Handbook, page 15; BP 13 Propping Doors:** Propping doors, tampering with door locking mechanisms, unhinging hydraulic door closures, or engaging the deadbolt so as to prop open a door inhibits fire safety protections and jeopardizes the safety of community members and their property. Never leave a propped door unattended. Staff will close and lock all unattended propped doors. Please take the initiative to properly close all propped doors and report any repeated occurrences to the Housing & Residence Life Office.

**UC Merced Student Housing Handbook, page 10; AP 05 Bicycles and Motorized Vehicles:** Bicycles and motorized vehicles must be stored outside of the buildings using the bike racks provided throughout the community. For safety reasons, do not store bikes on



railings, near doorways, under stairs, or anywhere that may impede the safe egress of individuals during a fire. For safety reasons, please walk bicycles and skateboards through the courtyards and sidewalks in housing. Bicycles may only be stored indoors during extended breaks and must be stored out of the path of egress

**Emergency Evacuation Procedures:** Residents are required to evacuate their rooms whenever a fire alarm sounds. The residence hall’s fire alarm systems consist of smoke detectors, a sprinkler system, and exterior fire extinguishers and pull stations. Upon hearing the fire alarm, residents must make sure everyone is out of the room and suite. Leave the room and suite and close and lock the door behind you. Move to the evacuation site for your building and follow the instruction of housing staff and emergency personnel. Do not return to the room until instructed to do so by housing staff, fire department or police department. Residents are expected to not tamper with any fire equipment, including smoke detectors and sprinkler systems.

Emergency procedures and evacuation maps are posted on the back of each bedroom door. The Summits, Tenaya Hall and Cathedral Hall, there are evacuation assistance locations for persons that may have difficulty evacuating the building. The locations are identified with signage and shown on the emergency evacuation map posted in each bedroom.

**Mass Notification**

In the Summits, Tenaya Hall and Cathedral Hall, there is a Mass Notification System (campus wide paging system). This system is used to notify the campus of an emergency situation that may require specific instructions and could be used during a severe weather event, natural disaster, or other emergency event. Amber strobe lights will flash and a pre-tone will sound pending an announcement. Do not evacuate the building unless instructed to do so. Remain in your location and listen for further instruction. Special amplified Blue Lights, located throughout campus, will also broadcast instructions.

**BUILDING EVACUATION SITES**

<b>Building</b>	<b>Evacuation Area</b>
Valley Terraces: Tulare Hall	Lake Lot
Valley Terraces: Madera Hall	Lake Lot
Valley Terraces: Stanislaus Hall	Lake Lot
Valley Terraces: Kern Hall	Lake Lot
Valley Terraces: Kings Hall	Lake Lot
Valley Terraces: Fresno Hall	Lake Lot
Valley Terraces: San Joaquin Hall	Lake Lot
Valley Terraces: Calaveras Hall	Lake Lot
Valley Terraces: Merced Hall	Lake Lot
Sierra Terraces: Tuolumne Hall	Rec and Wellness Building
Sierra Terraces: Mariposa Hall	Rec and Wellness Building
The Summits: Cathedral Hall	Lake Lot
The Summits: Tenaya Hall	Lake Lot

**ADDITIONAL INFORMATION ON EMERGENCY PREPAREDNESS CAN BE FOUND AT  
<http://emergency.ucmerced.edu>**

**EVACUATION MAPS**

Evacuation maps are located on or near the doors of each bedroom in Sierra Terraces and The Summits. In Valley Terraces, evacuation maps are located on or near the exterior exit door. In Sierra Terraces and The Summits, evacuation maps are also provided in exit corridors, at elevator locations, in the stairwells, and at all building entrances.

**FIRE SAFETY EDUCATION AND TRAINING §668.49(B) (6)**

In 2010, new student residents attended a Town Hall Meeting. Instruction on emergency evacuation procedures was delivered. A demonstration of the fire alarm system was given, with instruction on how to activate the system in the event of emergency. Resident Advisors, Senior Resident Advisors, and Resident Life Coordinators are given annual training on emergency evacuation procedures and the use of fire extinguishers.

**FIRE SAFETY SYSTEMS §668.49(b) (2)**

**UC MERCED STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS**

Residential Facilities	Fire Sprinkler		Fire Alarm System			Fire Separation	
	Full	Partial	Smoke	Manual Pull	Notification Device (audible/visual)	Corridor	Room
Valley Terraces: Tulare Hall	X		X	X	X	N/A	X
Valley Terraces: Madera Hall	X		X	X	X	N/A	X
Valley Terraces: Stanislaus Hall	X		X	X	X	N/A	X
Valley Terraces: Kern Hall	X		X	X	X	N/A	X
Valley Terraces: Kings Hall	X		X	X	X	N/A	X
Valley Terraces: Fresno Hall	X		X	X	X	N/A	X
Valley Terraces: San Joaquin Hall	X		X	X	X	N/A	X
Valley Terraces: Calaveras Hall	X		X	X	X	N/A	X
Valley Terraces: Merced Hall	X		X	X	X	N/A	X
Sierra Terraces: Mariposa Hall	X		X	X	X	X	X

Sierra Terraces: Tuolumne Hall	X		X	X	X	X	X
The Summits: Tenaya Hall	X		X	X	X	X	X
The Summits: Cathedral Hall	X		X	X	X	X	X

**Valley Terraces:** These are the campus' first residential buildings. Valley Terraces are a complex of nine (9) separate buildings comprised of suites of rooms that have an exit directly to the exterior. Each building is protected with a NFPA 13D fire sprinkler system. Each suite has smoke detection in the bedrooms and living areas and one manual pull station on the exterior ground level. There are audible alarms in every suite and at the exterior of the building. Visual notification devices are installed in rooms designed for hearing impaired residents. Any activation of a smoke detector, fire sprinkler water flow, or manual pull station will activate the audible and visual notification devices throughout the building.

**Sierra Terraces:** Sierra Terraces is comprised of 2 separate buildings with individual rooms exiting into a separate fire rated corridor constructed with a fire separation. The buildings are protected by a NFPA 13 fire sprinkler system, complete smoke detection in the bedrooms and throughout other areas, visual and audible notification devices, and manual pull stations. The smoke detectors in the bedrooms will sound a local alarm in the room only, and transmit an electronic signal to campus dispatch and a fire alarm monitoring company. All other fire protection devices will cause the entire audible and visual notification to activate in the building. Designated bedrooms are equipped with visual notification devices for the hearing impaired. A fire alarm annunciator panel is located in the lobby on the first floor.

**The Summits:** The newest residential buildings on campus, The Summits are two separate 4-story buildings. Bedrooms exit into fire-rated exit corridors constructed with a fire separation. The buildings are protected by a NFPA 13 fire sprinkler system, smoke detection system (in bedrooms and throughout other areas), visual and audible notification devices, and manual pull stations. The smoke detectors in the bedrooms will sound a local alarm in the room only, and transmit an electronic signal to campus dispatch and a fire alarm monitoring company. All other fire protection devices will cause the entire audible and visual notification to activate in the building. Designated bedrooms are equipped with visual notification devices for the hearing impaired. The smoke detectors in rooms designated for the hearing impaired will activate the entire building fire alarm system. A fire alarm annunciator panel is located in the lobby on the first floor.

An In-Building Mass Notification System is also installed in The Summits. Speakers in each bedroom and throughout the building provide a method for delivering important messages to the residents. Amber strobe lights are installed to provide notification for the hearing impaired.

An Area of Refuge is located on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors in the enclosed stairwell landings for mobility impaired persons. The stairwells provide a 2-hour fire separation. At these locations are 2-way communication capabilities to campus dispatch where a person can request evacuation assistance in the event of an emergency.

***All housing building fire alarm systems report signals to campus dispatch, an off site fire alarm monitoring company, and UC Merced central plant. The alarms are monitored 24 hours.***

***The responding fire department is Merced County Fire Department/Cal Fire.***

## **Fire Separations**

**Corridor:** Fire-Rated walls in corridors generally have a one-hour fire rating, are located between the corridor and occupied spaces (i.e. Sleeping Rooms), and are designed to prevent the passage of fire and smoke into the corridor for one hour. The corridor is a protected environment permitting building occupants the ability to safely escape the building should a fire occur.

**Room:** Fire-rated walls in rooms generally have a one-hour fire rating, surround the room, except the exterior wall, and are designed to prevent the passage of fire and smoke between the room and adjacent spaces for one hour.

## **DRILLS §668.49(b) (3)**

One drill per building, initiated and witnessed by the Campus Fire Marshal, was held within one (1) week of student move in at the beginning of the school year in August 2010. The drills were unannounced and occurred at random times and days. All building occupants at the time of the drill were required to participate. The building fire alarm was activated and active assistance was given by the Resident Advisors who inform the occupants that there is a drill and they must evacuate. Students were directed to the Evacuation Area and allowed to return to the building when the “all clear” was given by the Resident Advisors. The Merced County Fire Department and Campus Public Safety Officers assisted with the drill.

## **REPORTING LIST §668.49(b) (7)**

### **Emergency Phone Numbers**

**From a Campus Phone: 9-9-1-1**

**From a Cell Phone: 9-1-1 or (209) 228-2677**

## **FUTURE IMPROVEMENTS §668.49(b) (8)**

<b>Description of Improvements</b>	<b>Status</b>	<b>Building Name</b>	<b>Building Type</b>
Stencil the name of the building onto the FDC and PIV. Currently signs are used, which occasionally disappear and are replaced	Pending completion 2011	Sierra Terraces Valley Terraces	Residential Units
Installation of Knox Boxes	Pending completion, date to be determined	Sierra Terraces The Summits Valley Terraces	Residential Units
Implement fire safety and evacuation training for Resident Advisors	Completed 2010 & 2011	All Residential Units	Residential Units
Implement Fire Extinguisher Training for Resident Advisors	Pending completion August 2010 & 2011	All Residential Units	Residential Units
Fire safety brochure available in housing offices	Completion August 2010 & 2011	Residential Units	Residential Units
Creation of a fire safety brochure tailored to UC Merced	Pending completion August 2012	All Housing Units	Residential Units

## STATISTICS §668.49(c)

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 Merced, the information is obtained from the UC Merced Police Department, Cal Fire/Merced County Fire Department and 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

***There were no reportable fires for 2008, 2009, & 2010.***

## 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.

***The Fire Log for UC Merced is maintained by the Campus Public Safety Department and is available for viewing by request in their office. There were no reportable fires for 2010 that would be reflected in the Fire Log. Below is an example of the information contained in the Fire Log if there were fires to report.***

### SAMPLE FIRE LOG for UC Merced

Date	Time	Location	Nature of Fire

## DISCLOSURE OF INFORMATION

### Fire Log {§668.49(d)}

- ❖ Must maintain a written, easily understood fire log.
- ❖ Must make an entry or an addition to an entry within 2 business days of receipt of information

- ❖ 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.
- ❖ Must be reported to the campus community on an annual basis through the annual fire safety report statistics log.

### **Annual Fire Statistics Report {§668.41(e) (5)}**

- ❖ 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.
- ❖ 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.

### **Annual Fire Safety Report (§668.41)**

- ❖ Must be distributed to enrolled students through appropriate publications and mailings or internet or intranet web sites
- ❖ 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.
- ❖ 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 are available upon request.
- ❖ 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.

### **Access to Annual Security Report {§668.41(6)}**

- ❖ 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.

The Annual Security Report, called "Safety Matters" is produced by the UC Merced Campus Police Department and is available on their website at <http://police.ucmerced.edu>. For written copies, please contact the UC Merced Police Department at (209) 228-8273.

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