

La Sierra University  
Higher Education Opportunity Act  
Campus Fire Safety Annual Compliance Report

**Overview**

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to La Sierra University.

**Fire Log**

Institutions must maintain a fire log that reflects the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. La Sierra University complies with this rule by including all fire-related incidents in the Daily Fire Log. The Campus Safety & Security Patrol (CSSP) Department maintains a Fire Log of all incidents reported. This log includes the incident type, date incident is reported, date and time of occurrence, general location of each reported incident type and the disposition of the incident if that information is known. CSSP posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current (up to 60 days) information is available in the Office of CSSP located at the La Sierra University Convenience Center Building.

**Specific Fire Prevention Related Policies**

It is the mission of La Sierra University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits via our insurance consortia. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). The Environmental Safety Office conducts fire safety inspections of all University buildings. Some buildings may be inspected more frequently as deemed necessary.

**Statement of University Owned/Controlled Student Housing**

All four residence halls are covered by a fire alarm system monitored 24 hours/day, seven days/week. All Residence Halls have an integrated automatic sprinkler system. These buildings have a battery backup that will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lighting, emergency lighting and lighting in all emergency exit

stairwells. If there are any technical problems with or within the emergency life safety systems, a fire watch patrol and fire log is instituted on each floor until the problem is rectified.

All dormitory residents (including those with special needs) and residence hall staff receive intensive and comprehensive fire safety training at the beginning of the academic year. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Each resident is given a copy of the Residence Hall Safety and Security Brochure, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Each student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted quarterly in coordination with City of Riverside Fire Dispatch and the university's Facilities Department. An annual fire life safety inspection is required and conducted on University property by the City of Riverside Fire Marshall. Basic fire safety instruction is performed during New Employee Orientation. Additional training is available by request from a department or group of employees. Basic fire safety instruction is provided to all Student Residence Life Staff living in Residence Halls who attend the orientation program at the beginning of each academic year. Fire evacuation drills will be conducted as follows: (1) Administrative Buildings one/year, (2) Academic Buildings one/year, (3) Residence Halls twice/year. In the event of a fire incident, the Office of Risk Management will coordinate with Campus Safety & Security Patrol, the City of Riverside Police and Fire Departments in the investigation of each fire incident.

To minimize the potential for fires at La Sierra University, it is the policy of the University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and or authorized by the Authority Having Jurisdiction). Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills except portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics. All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event. Decorative lights including Holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use.

Electric lights or electrically operated ornaments shall not be used on metal, aluminum, or any other similar metal, which could induce an electric shock. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday

season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard or impede egress. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard or impede egress. It is the policy of the University that only artificial Holiday trees will be used and shall be of fire retardant or noncombustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day and removed after the event or Holiday season. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

To minimize the potential for fires at La Sierra University, it is the policy of the University to prohibit the use of the following items in any University owned or operated facility indoors (unless in accordance with other University policies and procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live Holiday trees or non-fire retardant artificial Holiday trees. The “cooking” and “warming” options exclude cooking and warming done in areas designated and built for such purposes and only while the use of these devices is under the direct supervision of a competent individual.

