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 Security 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. The department of Campus Security 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) of information is available in the Office of Campus Security in the Calkins Hall 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 the Residence Hall has 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 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 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 if Riverside Fire

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 are
conducted as follows: (1) Administrative Buildings-annually, (2) Academic Buildings-one/year,
(3) Residence Halls twice/year.

In the event of a fire incident, the Risk Management Office will coordinate with Campus
Safety and Security Patrol, the City of Riverside Police and City of Riverside Fire Department 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, barbecue 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 no-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, electric lights or electrically operated ornaments shall not be used on metal,
aluminum or any other similar metal, which could induce an electric shock, must be U.L. rated
and approved for use. Holiday tree lights must be unplugged at the end of each day, and removed
after the event or Holiday season. Decorative lights may not be routed under rugs or carpets,
through doorways or in any manner that could present a fall, trip, fire hazard, or impede egress.
Standard extension cords are prohibited indoors, only outdoor heavy-duty extension cords and
decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations that must be unplugged at the end of each day, and removed after the event or holiday season.

It is the policy of the University that only artificial Holiday trees may be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, not blocking 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 is not allowed.

Prohibited use of: 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). 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 are under the direct supervision of a competent individual.

Prohibited use of: Any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, 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 and live Holiday trees.

**Statistical Report (Link to Security)**

The HEOA calls for the disclosure of statistics for each student housing facility as they relate to the occurrence of fires and unwanted/false alarms for the current and 2 preceding calendar years. The statistics below are as reported to the La Sierra University Department of Campus Safety & Security Patrol.

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<th>Student Housing Facility</th>
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<th>Damage</th>
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