



UH Hilo Campus Security Policy

Policy Addressing Fire Log

Fire Log Policy

All fires occurring on main campus and off-campus locations shall be reported to the UH Hilo Campus Security Department. Information that shall be collected will include (at a minimum):

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- Date
 - Time
 - Location
 - Cause of Fire
 - Injuries Requiring Treatment at a Medical Facility*
 - Any Death Related to Fire*
 - Estimated Value of Property Damage*
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*note: State and Federal regulations require the immediate reporting of any incident resulting in the death of an employee, the hospitalization of three or more employees, and/or property loss of more than \$25,000 (see below).

Any fire resulting in loss of life, hospitalization of three or more individuals, and/or estimated property loss greater than \$25,000, shall be reported to the Director of the Environmental Health and Safety Office (EHSO) or alternate "immediately." EHSO or alternate shall report any fire that meets the above criteria to the State of Hawaii Occupational Safety and Health Agency (HIOSH) within eight hours of notification.

Fires reported within the previous 24 hour period shall be reported by 10 AM to EHSO by UH Hilo Campus Security Department. EHSO or alternate shall enter information on reported fires into the Campus Fire Log and email to the UH Hilo Campus Security Department. This electronic record shall be made available upon request through the UH Hilo Campus Security Department. At the end of the calendar year, the information from the reported fires on campus shall be entered into the Fire Statistics form for the Clery Act reporting requirements. An Annual Fire Report shall be compiled and posted online by October 1st each year.

*Designated EHSO Alternate for this Policy: UH Hilo Director, Campus Security