OVERVIEW

In August of 2008, The Higher Education Opportunity Act was enacted and became a law (Public Law 110-315) which requires all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities to 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. This report presents the required fire statistics for the calendar year 2012 including the fire log for the 60-day period prior to the submittal of this report.

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 the University of Hawaii at Hilo are aware of and understand the elements that help to ensure the safety of all. The University of Hawai‘i-Hilo Environmental Health and Safety Office (EHSO) in collaboration with the University of Hawai‘i at Mānoa EHSO Fire Safety Program (EHSO/FSP) provides a fire safe campus environment by identifying and eliminating potential fire hazards through consistent and comprehensive building fire inspection procedures emphasizing compliance with all applicable fire and building codes. EHSO is responsible for fire safety building inspections, fire investigations, Uniform Fire and Building Code interpretations and technical assistance, new construction and building renovation plans review, emergency egress and relocation drills (fire drills), and the inspection, maintenance, and testing of all fire protection equipment on the UH-Hilo campus. FSP also conducts education and training programs which include relevant lecture, audio/video presentations on fire safety awareness and hands-on fire extinguisher training to any on-campus group upon request.
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HIGHER EDUCATION OPPORTUNITY ACT
ANNUAL FIRE SAFETY REPORT

SUMMARY OF EHSO REPORTING REQUIREMENTS

UNIVERSITY OF HAWAI‘I AT HILO

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 UH-Hilo 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:

- Definition of Terms
- Policies
- Fire Safety Systems
- Fire Drills
- Reporting List
- Future Improvements
- Statistics
- Fire Log
- Disclosure of Information

DEFINITION OF TERMS

**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.

**Fire** - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill** – A supervised practice of a mandatory evacuation of a building for a fire.

**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.

**Fire-related death** – Any instance in which a person 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 dies within one year of injuries sustained as a result of the fire.
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.

On-Campus Student Housing Facility:

Regulatory Language
A dormitory or other residential facility for students that is located on an institution’s campus.

UH Fire Safety Program Definition: The HOEA applies to all residential facilities owned or controlled by the University within the same reasonably contiguous geographic area 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.

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.

POLICIES

University of Hawaii – Health and Safety Guide
http://www.hawaii.edu/ehso/industrial/HSG.pdf

University of Hawaii at Hilo – Housing Judicial Process

Safety Policies

Use of Electrical Appliances
Electrical appliances that are not allowed in the residence halls include, but are not limited to:

- Appliances with open heating elements (such as toasters or hotplates),
- George Forman type grills/sandwich makers,
- space heaters, or
- toaster ovens.

The University reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others. (These appliances may be permitted in Apartment Areas, provided they are utilized for their intended purpose)
Microwaves must not exceed a stated FCC rating of 800 watts. Microwaves must also be plugged directly into an outlet and have its FCC rating placard intact. Refrigerators must not exceed 2.9 cubic feet. Refrigerators must also be Underwriter’s Laboratory (UL) approved and be kept clean and sanitary.

Residents in the residence halls are expected to use the community kitchens for any cooking needs.

Many prohibited items are specified in other relevant community standards within the Housing Judicial Process handbook. Other prohibited items include:

- Heaters, dishwashers, washers and dryers
- Dangerous chemicals
- Candles, incense, oil lamps, open flame devices, potpourri pots
- Homemade or modified electrical wiring
- Gas, lighter fluid or any flammable liquid
- Waterbeds, inflatables or mini-pools, etc
- Use of cooking appliances in residence hall rooms
- Hookahs, bongs, pipes, rolling papers (glass pipes, water bongs, etc.)
- Air conditioners, ceiling fans
- Barbells in excess of 25lbs. each.
- Halogen lights/lamps
- Laser pointers
- Automobile batteries and acids
- Personal Lofts or any other structure
- Items deemed unsafe by Student Housing staff

**Smoking**

ALL University residence Halls and Apartments are Smoke-Free.

Residents may smoke cigarettes on Housing property only in designated outdoor smoking areas.

**Smoking and/or chewing of plant-based intoxicants is not permitted inside Housing, on walkways, or within 20 feet of any building.**

In areas where the use of tobacco products is permitted, users are responsible for the proper disposal of cigarette butts and related waste products. Failure to properly dispose of cigarette butts and related smoking product wastes on Housing property may result in fines and/or other disciplinary action.

For more detailed and the most current information on the UH system-wide smoking policy, refer to: [www.hawaii.edu/smokingpolicy](http://www.hawaii.edu/smokingpolicy)
Open Flames
Candles including incense candles or any open flame devices are prohibited in Residential facilities

Fire Evacuation Procedures

BEFORE A FIRE: Know the location of all exits from the building.

IF A RESIDENT DISCOVERS A FIRE OR SMELLS SMOKE: Sound the building fire alarm. Know the locations of the fire hose stations and how they operate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of spreading fire.

WHEN THE FIRE ALARM SOUNDS, ALL RESIDENTS AND THEIR GUESTS MUST LEAVE AT ONCE: Lock the room/apartment door. Use the nearest safe exit. Upon exit from the building, proceed to a “safe” area at least 300 feet away from the building. Check the fire safety instructions on the back of the room/apartment door for specific instructions for that facility. Do not attempt to re-enter the building until residents are told that they can do so by hall staff.

DO NOT USE THE ELEVATOR: Elevator shafts are like chimneys; smoke and heat could enter the elevator shaft thereby asphyxiating the occupants of the elevator.

FEEL THE DOOR THAT LEADS FROM A RESIDENT'S ROOM: If it is hot or smoke is seeping in, do not open it. If a resident becomes trapped and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call Campus Security (956-6911) and give the name and location of the building, the floor and room number. If the resident does not have a phone, go to the window and signal for help using a white or light colored pillowcase or sheet. DO NOT JUMP. The fire department will assist the resident.

IF THE DOOR FEELS COOL: Open it cautiously. Be braced to slam it shut if the hall is full of smoke or if the resident feels heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit.

IF CAUGHT IN SMOKE OR HEAT: Stay low where the air is better; take short breaths (through the nose), until the resident reaches a safe exit or area of refuge. Campus Safety 25

IMPORTANT: Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If a resident observes these doors propped or tied open, please close them and report the occurrence to the hall staff or community desk. Residents with special needs or those who are unable to wake up to alarms should notify the hall staff of any assistance needs.

Fire Safety Education and Training
Fire safety awareness training is provided to Residential Assistants every year before the start of the Fall semester. UHH Student Housing conducts education and training briefings which include relevant lecture, audio/video presentations on fire safety awareness to residents at the start of each semester. Additional training and hands-on fire extinguisher training may be made available to any on-campus group upon request.
## FIRE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>Building</th>
<th>FA System</th>
<th>Transmitter</th>
<th>Monitored by Campus Security</th>
<th>Sprinkler System (full)</th>
<th>Smoke Detection</th>
<th>Manual Pull Stations</th>
<th>Fire Extinguishing Devices</th>
<th># Planned Evacuation Drills each calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale Kanilehua</td>
<td>Simplex 4100U(^1)</td>
<td>Digitize DGM-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Kauanoe</td>
<td>Edwards EST-2(^2)</td>
<td>Digitize DGM-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –A</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –B</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –C</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –D</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –E</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –F</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –G</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Ikena –H</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Kehau</td>
<td>Simplex 4002-8001/Edwards Quickstart(^1)</td>
<td>Digitize DGM-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Alahonua</td>
<td>Edwards EST-3(^3)</td>
<td>Digitize DGM-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>

Notes:  
1. Hale Kanilehua, Hale Kauanoe, Hale Kehau, and Hale Alahonua systems include remote annunciators which provide a secondary location for responders to view Fire Alarm Panel messages.  
2. Fire Alarm Panels at Hale Ikena buildings A-G report back to building H which sends the signal to Campus Security.  
3. Currently there are two planned drills each year (one per semester), additional drills may be added depending on circumstances.

Additionally, the corridors and rooms in Hale Kanilehua, Kauanoe and Hale Ikena are fire-rated construction. Hale Kehau consists of individual living spaces which exit to the exterior.
FIRE DRILLS

Fire drills are to be conducted by Housing staff at the beginning of each semester. Drills may be announced or unannounced. Additional drills may be scheduled as needed.

January: (Start of Spring Semester)
12 Evacuation (fire) drills will be conducted at start of Spring Semester. Each dormitory will have a separate drill (total of 12 drills). Drill for Hale Ikena A-H may be conducted simultaneously.

August/September: (Start of Fall Semester)
12 Evacuation (fire) drills will be conducted at the start of the Fall Semester. Each dormitory will have a separate drill (total of 12 drills). Drill for Hale Ikena A-H may be conducted simultaneously.

REPORTING LIST

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number/email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kolin Kettleson</td>
<td>Acting Director, Campus Security</td>
<td>932-7009/974-7911/kolin@hawaii.edu</td>
</tr>
<tr>
<td>Miles Nagata</td>
<td>Director, Student Housing</td>
<td>932-7407/mnagata@hawaii.edu</td>
</tr>
<tr>
<td>Ken Ikeda</td>
<td>Director, EHSO</td>
<td>932-76380/keni@hawaii.edu</td>
</tr>
<tr>
<td>Kolin Kettleson</td>
<td>Director, Auxiliary Services</td>
<td>932-7009/kolin@hawaii.edu</td>
</tr>
</tbody>
</table>

FUTURE IMPROVEMENTS

Fire Safety Systems – currently there are no planned upgrades to the fire alarm systems in Student Housing. Repair and maintenance will be conducted as required.

STATISTICS

The institution must report statistics for each on campus student housing facility for the three most recent calendar years which data are available.

Fire Statistics Report for UH-Hilo Student Housing Facilities

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Injuries that required treatment at a Medical facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
<th>Incident report #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No fires reported in student housing facilities in 2012.
FIRE LOG

Fire Log: August – September 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Nature of Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No fires reported during this time period.</td>
</tr>
</tbody>
</table>

Note: No fires reported through posting date of 10-01-2013.

The fire log reports any reported fires within the last 60 day period prior to the submittal of the Annual Fire Report. The Annual Fire Report is submitted for the previous calendar year. Therefore, the Fire Log and Fire Statistics table (previous section) are separate and do not report fires that occur in the same calendar year.

The following is logged in the Fire Log:
- date
- time
- location
- nature of fire

The Fire Log must be open to the public for the most recent 60-day period. Please contact UHH Campus Security for copies of the Fire Log.

Annual Security Report
The University of Hawaii at Hilo Annual Campus Security Report is located on the UHH Campus Security Website (http://hilo.hawaii.edu/auxsve/security/index.php).
DISCLOSURE OF INFORMATION

a. Fire Log:
   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:
   i. Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics 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:
   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:
   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.

POLICIES (§668.49(b))
- Safety Policies (Use of electrical appliances, Smoking, Open Flames)
- Fire Evacuation Procedures
- Fire Safety Education and Training

FIRE SAFETY SYSTEMS
- Campus list (spreadsheet) on description of fire safety systems for each facility.

FIRE DRILLS
- Fire Drill Log or Statement of drills

REPORTING LIST
- List of Emergency Contact numbers/names

FUTURE IMPROVEMENTS
- List or log of scheduled future improvement

STATISTICS
- Campus Statistics Log for three (3) most recent calendar years

PUBLICATION
- Exact electronic address or other information of how to access the UH-Hilo Annual Security Report