

2017 - 2018 Annual Fire Safety Report

University of California San Francisco

University of California Campus Fire Marshals



For All UCSF Campus Housing:
Parnassus and Mission Bay

Issued October 2017

Contains fire statistics for calendar years 2014-2016



Fire Prevention, Safety Tips
& Information for Students, Staff and Visitors

A copy of This report is available on-line at the UCSF Fire and Life Safety website

<http://ehs.ucsf.edu/firelife-safety>

This report is compiled in cooperation with the UCSF Police Department. More information is available at the UCSF Police Department Clery Act website

<http://police.ucsf.edu/crime-prevention-statistics/clery-crime-report>

HIGHER EDUCATION OPPORTUNITY ACT UCSF

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.

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

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 all students, staff and faculty of these institutions 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 Higher Education Opportunity Act (HEOA). HEOA is intended to ensure a reasonable and consistent notification of fire related incidents on University of California San Francisco 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.

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

Policy and Procedure for preparation, publication and distribution of the Annual Fire Safety Report (AFSR) and review of the Fire Log.

Policy

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. The document, entitled “Annual Fire Safety Report” will be completed annually and made available at any time to interested parties via the internet or hardcopy, by request.

The on-going Fire Log describing any fires on the UCSF Campus or related off-campus sites will be available for review by contacting the UCSF Fire Marshal at (415) 514-3959 or timothy.brey@ucsf.edu. The current Fire Log will be maintained showing up to date information for the previous sixty day period. Fire Logs dated prior to the most recent 60 day period will made available by request within 2 business days.

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

Table of Contents

SUMMARY OF REPORTING REQUIREMENTS	4
DEFINITION OF TERMS	5
ADDITIONAL TERMS.....	5
POLICIES.....	6
FIRE SAFETY TRAINING.....	7
FIRE SAFETY SYSTEMS.....	7
EVACUATION PROCEDURES	9
FIRE DRILLS.....	10
REPORTING LIST.....	10
FUTURE IMPROVEMENTS.....	11
STATISTICS	11
FIRE LOG	12
DISCLOSURE OF INFORMATION	13
APPENDIX I: REPORTING FLOW OF INFORMATION	14

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

HIGHER EDUCATION OPPORTUNITY ACT ANNUAL FIRE SAFETY REPORT

SUMMARY OF FIRE DEPARTMENT/EH&S REPORTING REQUIREMENTS

UNIVERSITY OF CALIFORNIA San Francisco

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
- 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

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

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.

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's 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.

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

POLICIES §668.49(b)

Safety Policies §668.49(b)(4)

Candles or Open Flame Devices

- Under no circumstances shall hand held open flame devices such as exposed candles be permitted in UCSF Housing.
- Flameless candles which are both safe and attractive may be used as alternatives.

Cooking

- Cook only where it is permitted.
- Keep your cooking area clean and uncluttered.
- Never leave cooking unattended.
- If a fire starts in a microwave, keep the door closed and unplug the unit.
- Tenant is not permitted to install a refrigerator, hot plate, microwave, coffee pot, rice cooker, or other cooking appliance in any room but the kitchen.

Extension cords, of proper size and according to their use, **are permitted** under the following conditions:

- For temporary use only, not to exceed 90 days.
- On non-heat producing devices (i.e. radios, computers, answering machines, etc.).
- Under specific and written authorization from EH&S (for longer term use).
- Cords exist in one continuous length. Cords must not be connected or spliced together.
- As temporary wiring for holiday displays, artwork or vendors at special events provided they meet the requirements above.
- Only listed (Underwriter's Lab, UL) or other multi-plug extension cord that incorporates a surge protector and circuit breaker. This form of extension cord is recommended.
- The cords do not cause a tripping hazard or obstruct emergency doors or exits.

UCSF Smoking Policy

UCSF is and has been a smoke-free campus since November 2008. Smoking is prohibited on University-owned or leased property and in buildings, vehicles and moving equipment. This policy applies to all members of the campus community, including faculty, staff, students, patients, and visitors, at all UCSF sites.

Environment Health and Safety Fire Prevention Program

UCSF Environment Health & Safety Fire Marshal maintains the Fire Prevention Program which is applicable to all University faculty, staff, students, visitors, and contractors as well as all UCSF properties. California Code of Regulations (CCR) Title 19 (19CCR) and Title 24 (24CCR), along with National Fire Protection Association (NFPA) standards, are the primary sources used in development of this program. The 2017 Fire Prevention Program can be accessed [here](#).

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

Fire Safety Education and Training §668.49(b)(6)

Fire Safety Training

UCSF Housing provides a fire safety training program for those who reside in campus housing at all UC campuses. It is important to know what to do in the event of a fire. Please review the [training video](#).

Additional On-Line Fire Safety Training is provided by the Office of Environment Health and Safety. The Fire Safety Training covers many important topics related to fire safety including: different types of Fire Suppression Systems & Notification Resources, who to contact in the event of a fire, requests for fire extinguisher service, and what happens when a fire alarm is activated. Follow this link to **UC Learning Center** <http://www.ehs.ucsf.edu/ehs-safety-trainings> if you would like to take the Fire Safety training on-line.

“Hands on” fire extinguisher training is available as well as guides to cooking safety by contacting the UCSF Fire Marshal at (415) 514-3959 or e-mail the Fire Marshal at timothy.brey@ucsf.edu.

FIRE SAFETY SYSTEMS §668.49(b)(2)

a. A description of each on-campus student housing facility fire safety system and fire protection construction*

Residential Facilities	Fire Sprinkler		Fire Alarm System				Fire Wall	
	Full	Partial	Smoke	Duct	Manual Pull	Evac Device	Corridor	Room
Building Name								
1320 3 rd . Avenue	Y		Y	N/A	Y	Y		Y
1322 3rd Avenue	Y		Y	N/A	Y	Y		Y
1324 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1326 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1332 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1338 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1344 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1350 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1356 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1362 3 rd Avenue	Y		Y	N/A	Y	Y		Y
1420 5th Avenue	Y		Y	N/A	Y	Y		Y
1422/1424 5th Avenue	Y		Y	N/A	Y	Y		Y

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

Residential Facilities	Fire Sprinkler	Fire Alarm System	Fire Wall	N/A	Y	Y		Y
	Full	Partial	Smoke	Duct	Manual Pull	Evac Device	Corridor	Room
Building Name								
1428 5th Avenue	Y		Y	N/A	Y	Y		Y
1432 5th Avenue	Y		Y	N/A	Y	Y		Y
1440 5th Avenue	Y		Y	N/A	Y	Y		Y
1442 5th Avenue	Y		Y	N/A	Y	Y		Y
1452 5th Avenue	Y		Y	N/A	Y	Y		Y
1454 5th Avenue	Y		Y	N/A	Y	Y		Y
1460 5th Avenue	Y		Y	N/A	Y	Y		Y
1464 5th Avenue	Y		Y	N/A	Y	Y		Y
1472/1474 5th Avenue	Y		Y	N/A	Y	Y		Y
1478/80 5th Avenue	Y		Y	N/A	Y	Y		Y
1482 5th Avenue	Y		Y	N/A	Y	Y		Y
1486/1488 5th Avenue	Y		Y	N/A	Y	Y		Y
1490 5th Avenue	Y		Y	N/A	Y	Y		Y
50 Kirkham	Y		Y	N/A	Y	Y		Y
20 Adolph Sutro Court	Y		Y	N/A	Y	Y	Y	Y
30 Adolph Sutro Court	Y		Y	N/A	Y	Y	Y	Y
45 Johnstone Drive	Y		Y	N/A	Y	Y	Y	Y
50 Johnstone Drive	Y		Y	N/A	Y	Y	Y	Y
75 Behr Ave	Y		Y	N/A	Y	Y	Y	Y
80 Behr Ave	Y		Y	N/A	Y	Y	Y	Y
85 Behr Ave	Y		Y	N/A	Y	Y	Y	Y
90 Behr Ave	Y		Y	N/A	Y	Y	Y	Y

Residential Facilities	Fire Sprinkler	Fire Alarm System	Fire Wall	N/A	Y	Y	Y	Y
	Full	Partial	Smoke	Duct	Manual Pull	Evac Device	Corridor	Room
Building Name								
95 Behr Ave	Y		Y	N/A	Y	Y	Y	Y
165 Johnstone Dr	Y		Y	N/A	Y	Y	Y	Y
175 Johnstone Dr	Y		Y	N/A	Y	Y	Y	Y
145 Irving Street	Y		Y	Y	Y	Y	Y	Y
Mission Bay North	Y		Y	Y	Y	Y	Y	Y
Mission Bay South	Y		Y	Y	Y	Y	Y	Y
Mission Bay East	Y		Y	Y	Y	Y	Y	Y
Mission Bay West	Y		Y	Y	Y	Y	Y	Y

***UC San Francisco Standard Policy**

In any building equipped with an automatic fire sprinkler system, smoke detectors in the corridors will activate evacuation devices throughout the building and send a signal to the UCSF Power Plant who will then contact SFFD. All of UCSF housing is protected by automatic fire sprinklers.

Fire Rated Separation Information

Corridors: 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.

Rooms: 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.

Fire Evacuation Procedures §668.49(b)(5)

Emergency Evacuation

The purpose of emergency procedures is to provide you with the necessary information regarding emergency preparedness, evacuation, and prevention. Please contact the UCSF Fire Marshal at **(415) 514-3959** with any questions you may have regarding these procedures. If you will require any assistance in executing any one of these emergency procedures, contact Student Housing Manager immediately so that a plan of action may be created to best accommodate your needs. For your safety and that of the other residents it is vital that you listen to and follow all emergency instructions given by police, fire, & medical personnel, and any University staff, faculty and administrators.

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

Plan Your Escape Ahead Of Time!

The San Francisco Fire Department responds to all residential building fire alarms with equipment and firefighters experienced in rescue and fire control operations. Upon arriving, firefighters will promptly affect necessary rescues, confine and control the fire and ventilate the smoke from the building. It is extremely important that you become well acquainted with the emergency exits in your building and the evacuation procedures to follow in case of a fire or other emergency. If a fire alarm sounds, all residents are required to evacuate the building immediately.

Escape planning basics

- Get low and go under the smoke to escape to your safe exit.
- Feel the door. If it's hot, use your second way out.
- Use the stairs; never use an elevator during a fire.
- Practice your escape plan. Always have two ways out!

FIRE DRILLS §668.49(b)(3)

Fire drills/inspections are conducted in all Campus Housing and Apartment housing as prescribed by the California Fire Code.

Fire drills are conducted in campus hi-rise student housing units once per year. In most cases, the drills generally occur within one month of the start of the fall quarter. The UCSF Fire Marshal, UCSF Police Department and UCSF Facilities Maintenance Engineers conduct the drills in coordination with Student Housing staff. The residents are aware that a fire drill will take place; they are not notified in advance of the date or time of the scheduled drill. When the fire alarm system is activated, all residents are informed that a drill is taking place, and that they are required to exit the building. When a complete evacuation has been determined, residents are notified that they may return to their residences by the UCSF Police Department. If any problems or delays are noted, training and information for residents will be forwarded to the UCSF Housing Staff for dissemination to residents. Additionally, non-hi rise buildings are tested by Facilities Management annually.

Residential Facilities – 2016 Fire Drills	Frequency
Mission Bay – North Housing, 525 Nelson Rising Lane	1
Mission Bay – South Housing, 550 Gene Friend Way	1
Mission Bay – East Housing, 1560 3 rd Street	1
Mission Bay – West Housing, 1505 4 th Street	1
Parnassus – 145 Irving Street	1

REPORTING INFORMATION LIST §668.49(b)(7)

All active fires are to be reported to UCPD by calling the 9-911 or 415-476-1414. UCPD dispatchers are available 24/7 to accept any calls regarding fires or other emergencies on Campus.

Additional notification can be made to Campus Fire Marshal at (415) 514-3959 or the Office of Environmental Health and Safety at (415)-476-1300.

FUTURE IMPROVEMENTS §668.49(b)(8)

Fire Safety Systems

The UCSF Campus Housing maintains a list of the buildings that will receive system upgrades.

Description of Upgrades	Status	Building Name	Building Type
No planned upgrades in 2017			

FIRE STATISTICS REPORT §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 UCSF, the information will come from UCPD and Campus Fire Marshal, which will provide the data based on the previously mentioned definitions. The required statistics are:

- Number of fires
- Cause of each fire
- Number of injuries
- Number of deaths
- Value of property damage

FIRE STATISTICS REPORT 2014 thru 2016

Address	Total fires in each building	Fire number	Cause	Injuries requiring medical treatment	Deaths related to fire	Value of property damage
1320 3 rd . Avenue	0	0	N/A	N/A	N/A	N/A
1322 3rd Avenue	0	0	N/A	N/A	N/A	N/A
1324 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1326 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1332 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1338 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1344 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1350 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1356 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1362 3 rd Avenue	0	0	N/A	N/A	N/A	N/A
1420 5th Avenue	0	0	N/A	N/A	N/A	N/A
1422/1424 5th Avenue	0	0	N/A	N/A	N/A	N/A
1428 5th Avenue	0	0	N/A	N/A	N/A	N/A
1432 5th Avenue	0	0	N/A	N/A	N/A	N/A
1440 5th Avenue	0	0	N/A	N/A	N/A	N/A
1442 5th Avenue	0	0	N/A	N/A	N/A	N/A
1452 5th Avenue	0	0	N/A	N/A	N/A	N/A
1454 5th Avenue	0	0	N/A	N/A	N/A	N/A

Address	Total fires in each building	Fire number	Cause	Injuries requiring medical treatment	Deaths related to fire	Value of property damage
1460 5th Avenue	0	0	N/A	N/A	N/A	N/A
1464 5th Avenue	0	0	N/A	N/A	N/A	N/A
1472/1474 5th Avenue	0	0	N/A	N/A	N/A	N/A
1478/80 5th Avenue	0	0	N/A	N/A	N/A	N/A
1482 5th Avenue	0	0	N/A	N/A	N/A	N/A
1486/1488 5th Avenue	0	0	N/A	N/A	N/A	N/A
1490 5th Avenue	0	0	N/A	N/A	N/A	N/A
50 Kirkham	0	0	N/A	N/A	N/A	N/A
20 Adolph Sutro Court	0	0	N/A	N/A	N/A	N/A
30 Adolph Sutro Court	0	0	N/A	N/A	N/A	N/A
45 Johnstone Drive	0	0	N/A	N/A	N/A	N/A
50 Johnstone Drive	0	0	N/A	N/A	N/A	N/A
75 Behr Ave	0	0	N/A	N/A	N/A	N/A
80 Behr Ave	0	0	N/A	N/A	N/A	N/A
85 Behr Ave	0	0	N/A	N/A	N/A	N/A
90 Behr Ave	0	0	N/A	N/A	N/A	N/A
95 Behr Ave	0	0	N/A	N/A	N/A	N/A
165 Johnstone Dr	0	0	N/A	N/A	N/A	N/A
175 Johnstone Dr	0	0	N/A	N/A	N/A	N/A
145 Irving Street	0	0	N/A	N/A	N/A	N/A
Mission Bay North	0	0	N/A	N/A	N/A	N/A
Mission Bay South	0	0	N/A	N/A	N/A	N/A
Mission Bay East	1	1	Reading light contact	0	0	\$1000
Mission Bay West	0	0	N/A	N/A	N/A	N/A

TO REPORT ANY FIRE CALL 911 from your apartment 9-911 from University buildings OR USE THE NEAREST FIRE ALARM PULL STATION

FIRE LOG §668.49(d):

The following must be logged. The Fire Log is available for review at any time by contacting the UCSF Police Department at (415) 476-1414 or the Campus Fire Marshal at (415) 514-3959

- ✓ 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.

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

DISCLOSURE OF INFORMATION

a. Fire Log (§668.49(d)): The Fire Log must be maintained as noted below.

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

**The Current Fire Log is available for review at any time by
contacting the UCSF Police Department at (415) 476 1414**

b. Annual Fire Statics Report (§668.41(e)(5)):

- i. 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.
- 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 (§668.41):

- 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.
- v. **Access to Annual Security Report (§668.41(6)):**
The Annual Security Report is available by contacting the UCSF Police Department at (415) 476-1414 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

**TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION**

Appendix I: Reporting Flow of Information

1. HEOA Annual Fire Safety Report compiled by the Campus Fire Marshal
2. Report sent by Campus Fire Marshal to Executive Director EH&S for review.
3. Following review, report sent to Campus Counsel for final approval.
4. Final report sent to Secretary of Education.

For more information or if you have any fire related or safety questions please contact:

Tim Brey –UCSF Fire Marshal
(office) 415-514-3959
(mobile) 415-400-9448
timothy.brey@ucsf.edu
<http://www.ehs.ucsf.edu/firelife-safety>

TO REPORT ANY FIRE CALL 911 from your apartment
9-911 from University buildings
OR USE THE NEAREST FIRE ALARM PULL STATION