

# 2019 Annual Fire Safety Report

University of California  
San Francisco



For All UCSF Campus Housing:  
Parnassus and Mission Bay

Issued October 2019  
Contains fire statistics for calendar years 2016-2018



*A copy of This report is available on-line at the UCSF Fire and Life Safety website  
<https://ehs.ucsf.edu/fire-life-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.

# 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.

## **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 Campus Fire Marshal at (415) 514-3959 or [timothy.brey@ucsf.edu](mailto: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.

## Table of Contents

<b>SUMMARY OF REPORTING REQUIREMENTS</b> .....	5
DEFINITION OF TERMS .....	6
ADDITIONAL TERMS.....	6
POLICIES.....	7
FIRE SAFETY TRAINING.....	8
FIRE SAFETY SYSTEMS.....	8
EVACUATION PROCEDURES .....	10
FIRE DRILLS.....	11
REPORTING LIST.....	11
FUTURE IMPROVEMENTS.....	11
FIRE STATISTICS.....	11
FIRE LOG .....	13
DISCLOSURE OF INFORMATION .....	14
<b>APPENDIX I: REPORTING FLOW OF INFORMATION</b> .....	15

# 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

## 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.

## **POLICIES §668.49(b)**

### **Safety Policies §668.49(b) (4)**

UCSF Housing agreements have been developed to aid in the maintenance of fire life safety for all tenants. These agreements can be found [HERE](#), and include the following by which tenants agree to abide.

#### **Candles or Open Flame Devices**

- Under no circumstances shall open flame devices such as exposed candles be permitted in UCSF Housing.
- Tenant shall not use or store candles or incense.
- Flameless candles which are both safe and attractive may be used as alternatives.

#### **Cooking**

- Cook only where it is permitted and maintain 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.
- Tenant shall not use or store barbecue grills on University property.

**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 Campus 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 2018 Fire Prevention Plan can be accessed [here](#).

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

### Fire Safety Training

All residents who occupy an on-campus housing facility receive instruction on how to evacuate the building when a fire alarm is activated, the evacuation location, and they participate in an exercise assuring their understanding of this process. UCSF, Facilities, Security and UCPD support response to fire alarms by SFFD. If a fire occurs, residents are instructed to evacuate the building immediately through the nearest door with an exit sign and to proceed to their designated assembly area. They are to remain at the designated assembly area until emergency responders give authorization to return.

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** if you would like to take the Fire Safety training on-line.

EH&S Fire Safety conducts in-person fire safety training, presents fire prevention and fire response materials to residents at annual Welcome Events, and participates in semi-annual joint trainings for residents with UCPD Safety/Security.

### FIRE SAFETY SYSTEMS §668.49(b) (2)

- a. A description of each on-campus student housing fire detection and alarm system, fire suppression systems and control of fire\*

Residential Facilities	Fire Sprinkler		Fire Alarm System				Response	
	Building Name	Full	Partial	Smoke Detectors	Duct Detectors	Manual Pull	Alarms	Evac. Plan
1320 3 <sup>rd</sup> . Avenue	Y		Y	N/A	Y	Y	Y	Y
1322 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1324 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1326 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1332 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1338 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1344 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1350 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1356 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1362 3 <sup>rd</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y
1420 5 <sup>th</sup> Avenue	Y		Y	N/A	Y	Y	Y	Y



Residential Facilities	Fire Sprinkler		Fire Alarm System				Response	
	Building Name	Full	Partial	Smoke Detectors	Duct Detectors	Manual Pull	Alarms	Evac. Plan
1422/1424 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1432 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1440 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1442 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1452 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1454 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1460 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1464 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1472/1474 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1478/80 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1482 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1486/1488 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
1490 5th Avenue	Y		Y	N/A	Y	Y	Y	Y
50 Kirkham	Y		Y	N/A	Y	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				Response	
	Building Name	Full	Partial	Smoke Detectors	Duct Detectors	Manual Pull	Alarms	Evac. Plan
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
Tideland, 590 Minnesota Street	Y		Y	Y	Y	Y	Y	Y
Tideland, 600 Minnesota Street	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 Campus 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.

## 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 evacuation maps and 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. Do not question the alarm!

### Escape planning basics

- Know your Emergency Evacuation Exits, alarm pull stations, and fire extinguisher locations beforehand!
- 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 student housing (multi-unit apartments with interior exit corridors) once per year. The drills occur within one month of the start of the fall quarter. UCSF Campus Fire Marshal, UCSF Police Department and UCSF Facilities Maintenance Engineers conduct the drills in coordination with Student Housing staff. 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 – 2017 Fire Drills	Annual 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 <sup>rd</sup> Street	1
Mission Bay – West Housing, 1505 4 <sup>th</sup> Street	1
Mission Bay – Tidelands, 590 Minnesota Street	1
Mission Bay – Tidelands, 600 Minnesota 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
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No planned upgrades in 2019

## 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 2016 thru 2018

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

<b>Address</b>	<b>Total fires in each building</b>	<b>Fire number</b>	<b>Cause</b>	<b>Injuries requiring medical treatment</b>	<b>Deaths related to fire</b>	<b>Value of property damage</b>
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
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
<b>Mission Bay North</b>	<b>1</b>	<b>1</b>	<b>Burning Incense in contact with combustibles</b>	<b>None</b>	<b>None</b>	<b>\$ 110,000.00</b>
Mission Bay South	0	0	N/A	N/A	N/A	N/A
Mission Bay East	0	0	N/A	N/A	N/A	N/A
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 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.

## 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

## Appendix I: Reporting Flow of Information

1. HEOA Annual Fire Safety Report compiled by 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 EH&S Campus Fire Marshal**

**(Office) 415-514-3959**

**(Mobile) 415-400-9448**

**[timothy.brey@ucsf.edu](mailto:timothy.brey@ucsf.edu)**

**<https://ehs.ucsf.edu/fire-life-safety>**