**Annual Fire Safety Report**

*As of September 15, 2014*

The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements from institutions that participate in federal student aid programs.

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire that occurs in on-campus student housing facilities. Woodbury University complies with this rule by maintaining a log in the Residential Life Office. To access this information, please call (818) 252-5253 or email housing@woodbury.edu.
2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Woodbury University complies with this regulation by including all fire-related incidents in on-campus student housing facilities as a part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances, smoking, and open flames. The Annual Security and Fire Safety Report will contain three years of data.

Fire Safety Policies and Procedures

EMERGENCY EVACUATIONS

Upon discovering smoke, fire or flames in any building, building occupants should immediately evacuate the building and activate the fire alarm system if not already active by pulling the nearest fire alarm pull station. Do not use elevators as you are exiting. Exit the building and proceed to the building’s designated evacuation zone. Once you have reached your designated evacuation zone, call 911 if the Fire Department or Campus Safety is not already on scene.

All building occupants are expected to cooperate in evacuating a building when a fire alarm is sounded. Students who do not cooperate with a building evacuation will be subject to conduct action.

FIRE PROTECTION SYSTEMS

North Hall is equipped with both fire sprinklers and a smoke detector/fire alarm system.  Any activation of the fire sprinklers will automatically notify the fire department.  Bedroom smoke detectors will annunciate in that specific bedroom, but will not trigger the building alarm system.  Hallway and kitchen smoke detectors, as well as pull stations, will activate the building-wide alarm, but will not call the fire department.  Any activation of the building alarm system, other than bedroom smoke detectors, will notify the RA on-duty.

South Hall is equipped with a smoke detector/fire alarm system, but does not have fire sprinklers.  Bedroom smoke detectors will annunciate in that specific bedroom, but will not trigger the building alarm system.  Hallway smoke detectors and pull stations will activate the building-wide alarm and automatically call the fire department.

FIRE-RELATED POLICIES

*Cooking*

Cooking in rooms is strictly prohibited. Cooking appliances with exposed heating elements (except for microwaves and MicroFridges) are not permitted in residents’ rooms. Other than basic microwave use, all cooking must take place in the residence hall community kitchens. When cooking in community kitchens, all cooking devices must be attended while in use. Unwashed or abandoned dishes, cooking utensils, or food may be discarded to prevent pests.

*Fire Safety*

Tampering with fire doors, smoke detectors, pull stations, fire extinguishers, sprinkler heads, or other fire safety equipment is prohibited.

Students must immediately evacuate when a fire alarm sounds, and may not re-enter until the alarm has been silenced.

Leaving items unattended on a residence hall stove or in an over at any time is prohibited.

The following items are prohibited in the residence halls: candles and incense (even for decorative purposes), cooking appliances that are not University-approved (see Cooking policy for more information), air conditioning units or ceiling fans not installed by the University, live Christmas trees and wreathes, and halogen lamps. Only University-approved appliances are permitted. See *Cooking* policies for more information.

*Hallways*

Students must remove all personal belongings from the hallways. Items left in the Hallways, including room

furniture, are considered fire hazards. Any items left in the hallways may be discarded.

*Health and Safety Inspections*

University personnel reserve the right to enter rooms for maintenance, reasons of safety, and to maintain order. Staff will enter rooms only when deemed necessary, and every effort will be made to inform the student of entry in advance.

*Smoking*

In accordance with Section 41.5 of the Los Angeles Municipal Code, smoking is prohibited in the University residence halls. This includes individual rooms, lobbies, lounges, corridors, bathrooms, etc. Smoking is also not permitted within twenty feet of any doorway, window, or air circulation unit.

Residential Facility Fire Statistics

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility | # of Fires | Cause of Fire | Fire-Related Deaths | Fire-Related Injuries | Value of  Property  Loss | # of Evacuation Drills |
| *Year* | *11 12 13* | *11 12 13* | *11 12 13* | *11 12 13* | *11 12 13* | *11 12 13* |
| North Hall | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 2 2 2 |
| South Hall | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 2 2 2 |