



**WESTCLIFF**  
**UNIVERSITY**

Higher Education Opportunity Act  
**Annual Fire Safety Report**  
**2019**

(Report is based on 2018 Information)

## **HIGHER EDUCATION OPPORTUNITY ACT**

The Higher Education Opportunity Act (HEOA) requires colleges and universities to provide certain information pertaining to the Fire Safety on on-campus housing to be reported on and readily available for viewing by any interested party.

### **INTRODUCTION**

Westcliff University places heavy emphasis on fire safety. Fire Safety reduces the risk of property damage and injuries and deaths. 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. The HEOA was implemented to track fire-related incidents on Westcliff University administered housing units and ensure fire safety training and education.

### **OVERVIEW**

The Department of Education passed a law requiring higher education institutions to maintain a fire log and report fire statistics for those participating in any Title IV program and on-campus student housing facilities. Westcliff University must publish the fire safety report and disclose it to the public on an annual basis.

# TABLE OF CONTENT

HIGHER EDUCATION OPPORTUNITY ACT ANNUAL FIRE SAFETY REPORT	3
DEFINITION OF TERMS	3
POLICIES	4
FIRE SAFETY SYSTEMS	5
REPORTING LIST	7
STATISTICS	7
DISCLOSURE OF INFORMATION	8

# HIGHER EDUCATION OPPORTUNITY ACT ANNUAL FIRE SAFETY REPORT

The HEOA requires that certain information pertaining to the Fire Safety of students and employees must be reported on and readily available for viewing by any interested party. The HOEA applies to all residential facilities owned or controlled by the institution within a reasonably contiguous geographic area. The data also include residential housing facilities that are privately operated that have a written agreement with the university.

## DEFINITION OF TERMS

**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 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.

## **POLICIES**

### **A. Safety Policies**

#### **i. Use of Electrical Appliances**

All living environments with full-size kitchens have refrigerators and microwaves. Mini refrigerators or micro-fridges are permitted in individual rooms if they are UL-approved and not larger than 4.3 cubic feet. Energy star is recommended. For safety reasons, the use of electrical cooking appliances such as coffee pots, microwaves, hot plates, sandwich makers, electric grills, and popcorn poppers is permitted only in kitchen areas. Housing officials reserve the right to remove any unauthorized, problematic, or dangerous electrical appliance.

#### **ii. Smoking**

Westcliff University has a Smoke Free Policy within its housing facilities. The act of smoking inside one of its on-campus facilities is strictly prohibited and may lead to disciplinary action if a resident violates the policy.

#### **iii. Open Flames**

Open Burning - Open burning is defined as any open/exposed flame, whether located indoors or outdoors, that could cause a potential fire hazard (i.e. bonfires, campfires, leaf burning, artwork involving flames, pyrotechnics of any kind, etc.).

- a. Approvals - Open burning on any Westcliff University properties must be approved in writing.
- b. Open Burning Indoors - Open burning indoors (particularly when such burning will activate any type fire alarm detection/suppression system) is normally prohibited.

#### iv. Discover a Fire

If you discover a fire - use the **R.A.C.E.** procedure:

**RELOCATE** - If safe to do so, relocate people in immediate danger. Be aware of persons who may need assistance.

**ALARM** - Pull the building fire alarm to alert others. Fire pull stations are typically near the fire exits and main exits.

**CONFINE** - Close all doors as you exit your room or office, if safe to do so.

**EVACUATE** - Evacuate the building. Do not use elevators. Report to your designated meeting site.

#### v. Fire Evacuation Procedures

All residents/visitors are required to evacuate during every fire alarm (drill or actual alarm), failure to evacuate during a fire alarm is a violation of housing and university policy and state law.

Follow these rules when evacuating from any building: Be familiar with evacuation routes from your building and housing community; Remain calm and walk, do not RUN, to the nearest marked exit and ask others to do the same. Assist others with disabilities, access, or functional needs; Notify emergency personnel if you suspect anyone is trapped in the building or anyone needing assistance evacuating the building; Move to the nearest evacuation area, allowing the sidewalks and driveways clear for emergency vehicles and personnel; Do not return to the building until the all-clear is given by either Fire department or EH&S fire official and you are directed to return to the building.

## FIRE SAFETY SYSTEMS

The HOEA requires higher education institutions to disclose on-campus student housing facility fire safety system. A description of the number of fire drills and the installed and displayed fire safety systems at Westcliff University housing units are given in the below table.

Unit	Street Address	Fire Sprinklers	Fire Alarm/ Smoke Detection	Fire Extinguishers	Evac Signs	Number of Fire Drills	Announced/ Unannounced
<b>Park West</b>							
3601-02A	3601 Parkview Lane	Yes	Living Room/ Bedrooms	Kitchen	Yes	0	Unannounced
3601-02C	3601	Yes	Living Room/	Kitchen	Yes	0	Unannounced

	Parkview Lane		Bedrooms				
3601-23B	3601 Parkview Lane	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
3701 - Unit 7B	3701 Parkview Lane	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
3801-02D	3801 Parkview Lane	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
<b>San Leon</b>							
405	405 San Leon	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
423	423 San Leon	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
441	441 San Leon	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
495	495 San Leon	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
463	463 San Leon	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
577	577 San Leon	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
<b>San Remo</b>							
831	931 San Remo	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
847	847 San Remo	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
903	903 San Remo	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
<b>Tustin</b>							
Prospect	14212 Prospect Ave.	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced
Silver Birch	13162 Silver Birch Dr.	Yes	Living Room/Bedrooms	Kitchen	Yes	0	Unannounced

# REPORTING LIST

In case of a threat to life or property, including fires, smoke, odor of gas or medical emergencies, the person should immediately dial 911 and speak to the operator. To contact the Orange County Fire Authority, call them at 714-573-6000, or visit [ocfa.org](http://ocfa.org).

# STATISTICS

The institution must report statistics for each on-campus student housing facility for the most recent three calendar years in which data are available. Westcliff University started providing on-campus housing for its students starting in 2018. Data for 2016 and 2017 are unavailable.

## FIRE STATISTICS REPORT for Westcliff University

2018 Fire Statistics										
Unit	Street Address	Total Number of Fires in Each Unit	Number of Fire	Date	Time	Causes of Fire	Injuries that Require Treatment at Medical Facility	Deaths Related to Fire	Value of Property Damage	Police CAD Incident Number
<b>Park West</b>										
3601-02A	3601 Parkview Lane	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3601-02C	3601 Parkview Lane	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3601-23B	3601 Parkview Lane	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3701 - Unit 7B	3701 Parkview Lane	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3801-02D	3801 Parkview Lane	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>San Leon</b>										
405	405 San Leon	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



423	423 San Leon	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
441	441 San Leon	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
495	495 San Leon	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
463	463 San Leon	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
557	577 San Leon	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>San Remo</b>										
831	931 San Remo	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
847	847 San Remo	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
903	903 San Remo	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tustin</b>										
Prospect	14212 Prospect Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Silver Birch	13162 Silver Birch Dr.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## DISCLOSURE OF INFORMATION

According to the HEOA, the annual Fire Safety Report must contain certain information that is publicly disclosed. The below information (with the ordinance/section indicated) that are required in the report are given below:

### **34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49**

By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), a school that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.

**34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49**

Schools must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request.

A school may combine the publication of the first safety report and the security report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.

The fire safety report must include, for each on-campus student housing facility:

Statistics for the three most recent calendar years (three year requirement begins with the October 1, 2012 report) for which data are available for: The number of fires and the cause of each fire The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center. The number of deaths related to a fire, and The value of property damage caused by a fire.

**34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49**

The fire statistics described in 668.49(c) A description of each on-campus student housing facility fire safety system. The number of fire drills held during the previous calendar year. Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility Procedures for student housing evacuation in case of fire Policies regarding fire safety education and training programs provided to students and employees. In these policies, the school must describe the procedures that students and employees should follow in case of a fire. For the purposes of including a fire in the statistics, in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred. Plans for future improvements in fire safety, if determined necessary by the school.

**34 CFR 668.49(d)**

A school that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. The school must make an entry or an addition to an entry to the log within two business days, as defined under 668.46(a), of the receipt of the information. The school

must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection. The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in 668.49(b).