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 University of Hawaii at Manoa administered housing units of current or perspective students and employees be reported on and readily available for viewing by any interested party.

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 covers period calendar year 2014.

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 Manoa are aware of and understand the elements that help to ensure the safety of all.

The University of Hawaii-Manoa Environmental Health and Safety Office/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. FSP 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 Manoa 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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I. DEFINITION OF TERMS

A. **Arson:** Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

B. **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.

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

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

E. **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.

F. **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 ii. Dies within one year of injuries sustained as a result of the fire.

G. **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.

H. **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.

II. ADDITIONAL TERMS

A. **On-Campus Student Housing Facility:** Regulatory Language A dormitory or other residential facility for students that is located on an institution’s campus.

B. **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.
III. POLICIES

UH - Manoa Student Housing Services Community standards:
http://manoa.hawaii.edu/housing/guide/resshallpolicies

A. Safety Policies

1. Use of Electrical Appliances:
   a. Use of cooking appliances such as sandwich makers, George Foreman grills, coffee
      makers, and toasters is strictly prohibited in residence hall rooms, but may be stored
      in residence hall rooms for use in community kitchen areas. All appliances must have
      an “auto shut off” feature.

   b. Irons must be used on ironing boards. Use of irons on any other surface is strictly
      prohibited. Irons must not be left unattended, and must have an “auto shut off”
      feature.

   c. Hair dryers and other hair styling appliances are permitted provided that they are
      used for their intended purpose and used in an appropriate space.

   d. Microwaves must not exceed a stated FCC rating of 700 watts, and the FCC rating
      placard must be intact. Microwaves must also be plugged directly into a wall outlet.

   e. Refrigerators must not exceed 6.0 cubic feet. Refrigerators must also be Under
      writer’s Laboratory (UL) approved and be kept clean and sanitary.

   f. A maximum of one refrigerator and one microwave per room is allowed.

   g. Any appliance with an open heating element not covered by a policy in this guide
      is prohibited for use or storage in residence hall rooms. Student Housing Services
      reserves the right to confiscate and/or require the removal of any appliance that ex-
      ceeds wattage or space requirements, or that is otherwise deemed to be a safety
      hazard.

2. Barbecue Grills:
   a. Residents must barbecue within the designated barbecue areas only. See
      community desk for reservations and instructions concerning community barbe-
      cue grills.
3. Firearms, Weapons, Explosives:
   a. Possession of any type of firearm, weapon, explosives, or other hazardous material is not allowed in or around the on-campus housing communities. This policy also incorporates “toy” weapons, including, but not limited to, any “toy” that shoots a projectile; such as an air soft gun, paintball gun, BB gun, pellet gun, or a slingshot. Knives that have blades longer than 3 inches, and/or are not intended for use as a tool are also prohibited.

   b. Other prohibited items include, but are not limited to: bows and arrows, axes, spears, machetes, crossbows, crossbow bolts, nun-chucks, kendo sticks, ammunition and throwing stars. Student Housing Services reserves the right to confiscate or require the removal of any item deemed dangerous in a community living environment.

4. Prohibited Items: In order to maintain a safe living environment, the following types of items are strictly prohibited:

   a. Appliances not provided by the Office of Student Housing Services, unless otherwise specified in this Guide.

   b. Use or storage or any incendiary device, such as candles or incense.

   c. Use or storage of any device which utilizes an open flame.

   d. Storage of any flammable liquid, chemical, or other substance.

   e. Any furniture not provided by the Office of Student Housing Services, unless an exception is granted in writing from the Residence Director.

   f. Halogen lights/halogen lamps.

   g. Laser Pointers

   h. Automobile batteries and acids.

   i. Hookahs, bongs, pipes, rolling papers.

   j. Barbells in excess of 25 lbs. each.

   k. Air conditioners or ceiling fans (in units where they are not already provided). Personal lofts or any other structure.

   The Office of Student Housing Services reserves the right to require removal of any item deemed unsafe for a group living environment.
5. Safety and Security:

a. False reporting of emergencies and/or tampering with any safety device is prohibited.

b. Fire Evacuation: All residents must evacuate at the sound of an alarm regardless of whether they believe it to be false.

c. Locks and Doors: Tampering with or damaging lock mechanisms are prohibited. Additional locks may not be added to doors or other University property or equipment. For the security of everyone, building doors should not be propped open at any time.

d. Unauthorized Entry/Restricted Areas: No person shall enter or attempt to enter any residence hall or apartment facility without proper authorization. Students are not permitted on residence hall roofs, ledges or overhangs. Students are not permitted to climb in or out of residence hall windows at any level.

e. Misuse of Keys: The possession of keys by anyone other than the person they were issued to is not allowed. Residents are prohibited from “lending” any keys assigned to them to any other person, including their roommate(s).

f. Lock-outs: Residents are responsible for carrying their key(s) at all times. Excessive lock-outs (contacting the hall staff for room/apartment entry) may result in disciplinary sanctions.

g. If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, please notify Department of Public Safety at 808-956-6911. Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours and law enforcement may be notified for any student missing for more than 24 hours. If a resident over 18 years of age is deemed to be missing, the University will, at its discretion, contact the Confidential Contact and/or the Emergency Contact on file. If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, Campus Security and/or the Honolulu Police Department (call 911), should be notified immediately.

B. Fire Evacuation Procedures for Students and Employees

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

**IF AN INDIVIDUAL DISCOVERS A FIRE OR SMELLS SMOKE:** Sound the building fire alarm. Know the locations of the fire extinguisher 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 OCCUPANTS OF A BUILDING MUST LEAVE AT ONCE:**

*Lock the office or room 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 told to do so by Campus Security or the Fire Department.

**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 ROOM/OFFICE:** If it is hot or smoke is seeping in, do not open it. If an occupant becomes trapped and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call Department of Public Safety (956-6911) and give the name and location of the building, the floor and room number. If the occupant 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 you.

**IF THE DOOR FEELS COOL:** Open it cautiously. Be braced to slam it shut if the hall is full of smoke or if the occupant 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 occupant reaches a safe exit or area of refuge.

**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.

C. Fire Safety Education and Training

Fire Safety Program 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. Fire safety awareness and fire extinguisher training is provided to Residential Assistants every year before the start of the Fall semester.
IV. FIRE SAFETY SYSTEMS: A description of each on-campus student housing facility fire safety system.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Fire Sprinkler</th>
<th>Fire Alarm System</th>
<th>Fire Rated Wall</th>
</tr>
</thead>
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<tr>
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<td>YES</td>
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<tr>
<td>Hale Aloha Mokihana</td>
<td>YES</td>
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<td>Hale Aloha Lokelani</td>
<td>YES</td>
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<tr>
<td>Hale Aloha Ilima</td>
<td>YES</td>
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<tr>
<td>Frear Hall</td>
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<td>Hale Anuenue</td>
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<tr>
<td>Hale Laulima</td>
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<td>Hale Kahawai</td>
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<td>Johnson Hall</td>
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<tr>
<td>Gateway House</td>
<td>YES</td>
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</table>

V. FIRE DRILLS:
A. Number of Fire Drills held during the previous year: Minimum of 48 drills held.

- January (start of Spring semester):
  - 12 announced drills (one in each facility)
  - 12 unannounced drills (one in each facility)

- August/September (start of Fall semester):
  - 12 announced drills (one in each facility)
  - 12 unannounced drills (one in each facility)

VI. 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Kaptik</td>
<td>Director, Student Housing Services</td>
<td>(808) 956-4011</td>
</tr>
<tr>
<td>R. Michael Merrell</td>
<td>Interim Fire Safety Officer</td>
<td>(808) 956-9601</td>
</tr>
<tr>
<td>Sarah Rice</td>
<td>Community Program Manager, UHM Department of Public Safety</td>
<td>(808) 956-5889</td>
</tr>
</tbody>
</table>
**VII. FUTURE IMPROVEMENTS**

**Fire Safety Systems**

The Student Housing Services maintains a list of the buildings that will receive system upgrades. There is none for this reporting period.

**VIII. STATISTICS**

The institution must report statistics for each campus student housing facility for the three most recent calendar years.

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>2012</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
<th>University Campus Security Incident Report #</th>
</tr>
</thead>
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<tr>
<td>Hale Anuenue - Trash Bin</td>
<td>Feb 3, 2012</td>
<td>1905</td>
<td>Unintentional - Discarded cigarette - Trash bin</td>
<td>None</td>
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<td>Gateway House – Concrete Ash Tray</td>
<td>Aug 4, 2012</td>
<td>2328</td>
<td>Unintentional – Ash Tray</td>
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<td>None</td>
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<td>2012-0741</td>
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<td>1200</td>
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<td>Residential Facilities</td>
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<td>Time</td>
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<td>Injuries that Required Treatment at Medical Facility</td>
<td>Deaths Related to Fire</td>
<td>Value of Property Damage</td>
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<td>Deaths Related to Fire</td>
<td>Value of Property Damage</td>
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<td>Hale Wainani I</td>
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**IX. FIRE LOG**

A daily fire log is maintained by the UH Fire Safety Program Office located in Building 149C, 1980 East-West Rd., Honolulu, HI 96822 and is available for public inspection during normal business hours 7:00 am – 4:00 pm.
X. DISCLOSURE OF INFORMATION

A. Fire Log:
   1. Must maintain a written, easily understood fire log.
   2. Must make an entry or an addition to an entry within 2 business days of receipt of information.
   3. 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.
   4. Must be reported to the campus community on an annual basis through the annual fire safety report statistics log.

B. Annual Fire Statics Report:
   1. Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics to the Secretary.
   2. 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:
   1. Must be distributed to enrolled students through appropriate publications and mailings or internet or intranet web sites.
   2. 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.
   3. 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.
   4. 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:
   1. 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.

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

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

III. FIRE DRILLS
   • Fire Drill Log or Statement of drills

IV. REPORTING LIST
   • List of Emergency Contact numbers/names

V. FUTURE IMPROVEMENTS
   • List or log of scheduled future improvement

VI. STATISTICS
   • Campus Statistics Log for three (3) most recent calendar years

VII. PUBLICATION
   • Exact electronic address or other information on how to access the Manoa Annual Security Report.