POLICY TITLE | Procedures for Reporting and Disclosing Fire Statistics under the Clery Act Policy – Appendix F
---|---
No. 540-F | Procedures for Reporting and Disclosing Fire Statistics under the Clery Act Policy – Appendix F
Effective Date | April 17, 2017

TABLE OF CONTENTS

1. INTRODUCTION .................................................................................................................... 1
2. DEFINITIONS .......................................................................................................................... 2
3. DAILY FIRE LOG ................................................................................................................... 2
4. PREPARING THE ANNUAL FIRE SAFETY REPORT .............................................................. 3
5. PUBLISHING THE ANNUAL FIRE SAFETY REPORT .......................................................... 5
6. DISTRIBUTING THE ANNUAL FIRE SAFETY REPORT .................................................... 5
7. REPORTING FIRE STATISTICS TO THE DEPARTMENT OF EDUCATION .................. 5
8. RESPONSIBLE ADMINISTRATORS .................................................................................... 6
9. HISTORY .............................................................................................................................. 6
10. SIGNATURE, TITLE, AND DATE OF APPROVAL ............................................................. 7

1. INTRODUCTION

The Campus Fire Safety Right-to-Know Act amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) to require colleges and universities that receive federal financial assistance to collect, report, and disclose fire statistics concerning on-campus student housing facilities for the three most recent calendar years. These procedures identify the processes the College follows when it collects, reports and discloses fire statistics.¹

¹ These procedures should be read in conjunction with the Clery Act Compliance Policy. Capitalized terms used and not otherwise defined in these procedures are defined in the policy.
### 2. DEFINITIONS

A. **Annual Fire Safety Report (AFSR)** means the report that the College publishes by October 1 each year that includes fire statistics for the College’s on-campus student housing facilities for the prior three years.

B. **Cause of Fire** means the factor or factors that give rise to a fire.

C. **Classification of Fire** refers to the three categories of fire to help identify the cause of a fire:
   - a. **Intentional Fire** means a fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
   - b. **Undetermined Fire** means a fire in which the cause cannot be determined.
   - c. **Unintentional Fire** means a fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

D. **Fire** means any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

E. **Fire Drill** means a supervised practice of a mandatory evacuation of a building for a fire.

F. **Fire-related Death** means 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 or a fire or (ii) dies within one year of injuries sustained as a result of the fire.

G. **Fire-related Injury** means 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.

H. **Value of Property Damage** means the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

### 3. DAILY FIRE LOG

A. The Director of Campus Safety must document any student housing fire that is reported to any of the individuals or organizations identified in Section 5(F).

B. The Director of Campus Safety must maintain a written, easily understood daily fire log that records, the nature of the fire, the date the fire occurred, date and time the fire was initially reported, and general location of each fire-related incident in an on-campus student housing facility. The Director of Campus Safety must record each fire incident into the log within two business days of receiving the report.

C. The Director of Campus Safety must make the previous 60 days of fire log entries available for public inspection during normal business hours. The Daily Fire Log is available at the
College’s safety office located at 1840 South 1300 East, Salt Lake City, Utah 84105. Requests for public inspection of daily fire log beyond 60 days must be made in writing to the Director of Campus Safety, 1840 South 1300 East, Salt Lake City, Utah 84105, and will be made available within two business days of the request.

D. Information from the log will be used in calculating the statistics to include in the AFSR and the fire statistics submitted to the US Department of Education.

4. PREPARING THE ANNUAL FIRE SAFETY REPORT

The AFSR must include the following information pertaining to on-campus student housing:

A. Fire Safety Systems

The AFSR must provide a description of the fire safety system in each student housing facility that is included in the AFSR. These descriptions should include mechanisms or systems related detection of a fire, the warning resulting from a fire, or the control of a fire.

B. Fire Drills

The AFSR must disclose the number of fire drills held during the previous calendar year for each on-campus student housing facility. If no fire drills were held for a facility during this time, the AFSR must so indicate.

C. Fire Safety Policies

The AFSR must disclose all of the College’s policies or rules on portable electrical appliances, smoking, and open flames for each on-campus student housing facility. If some rules apply to certain facilities, this should be disclosed in the AFSR.

D. Fire Evacuation Procedures

The AFSR must disclose the evacuation procedures for each on-campus student housing facility in the case of a fire. The specific exists and assembly points should be identified for each on-campus student housing facility.
E. Policies Regarding Fire Safety Education and Training

The AFSR must disclose all of the College’s policies related to fire safety education programs and fire safety training programs associated with on-campus student housing facilities.

The AFSR must describe all procedures that students and employees should follow in the case of a fire.

F. How to Report a Fire

The AFSR should list the titles of the people that should be told after the fact that a fire occurred. Students and employees should report fires to Campus Patrol at 801-832-2525 or to any CSA.

G. Fire Safety Improvements

The AFSR should identify plans for future improvements in fire safety if the College determines that improvements are necessary. The AFSR should identify what improvements are necessary and why. If the College determines that future improvements in fire safety are not necessary the AFSR should state this.

The Director of Campus Safety should communicate the identified improvement needs to the Director of Plant and Physical Facilities annually by November 1 for timely budget consideration.

H. Fire Statistics

1. The AFSR must include statistics for reported fires for each on-campus student housing facility.

2. The Director of Campus Safety must collect and include statistics for each such on-campus housing facility separately for the three most recent calendar years. If there were no reported fires in an on-campus facility, the AFSR will list the name and address of each facility and indicate that there were no reported fires in the facility for the reporting years.
3. Each on-campus student housing facility must be identified separately by name and street address and, for each facility, the fire statistics report must include:
   a. The number of fires
   b. The cause of each fire
   c. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including the on-campus health center
   d. The number of fire-related deaths
   e. The value of property damage caused by a fire

5. PUBLISHING THE ANNUAL FIRE SAFETY REPORT

The Director of Risk Management and Compliance is responsible for publishing the AFSR on the Westminster College website as follows:

A. The Director of Risk Management and Compliance will publish the AFSR on the resources page of the College’s website, contemporaneous with its submittal to the Department of Education, which occurs on or before October 1 annually.
B. The Director of Risk Management and Compliance will post information on the home page of the Office of Admissions, and give prospective students notice of the availability of a .pdf version of the AFRS and information on how to request a printed copy.
C. The Director of Risk Management and Compliance will post information on the home page of the Human Resources Department.
D. Printed copies of the AFSR are available at from the Campus Safety office (1840 South 1300 East, Salt Lake City, Utah 84105) during normal business hours.

6. DISTRIBUTING THE ANNUAL FIRE SAFETY REPORT

On or before October 1 annually, the Director of Risk Management and Compliance sends an electronic version of the AFSR to the Dean of Students for distribution to all current employees and students. The Dean of Students distributes copies of the AFSR to all current employees and students annually on or before October 1. Distribution can be made by sending a .pdf copy or link by email, provided that information on how to request a printed copy is also conveyed.

7. REPORTING FIRE STATISTICS TO THE DEPARTMENT OF EDUCATION

On or before October 1 annually, the Director of Campus Security reports fire statistics to the Department of Education though the annual online Campus Safety and Security Survey.
8. RESPONSIBLE ADMINISTRATORS

- The Director of Campus Safety is responsible for maintaining a fire log and transmitting fire statistics for the three most recent calendar years concerning the number of fires that occurred in on-campus student housing facilities to the Director of Risk Management and Compliance for inclusion in the AFSR.
- The Director of Campus Safety is responsible for maintaining a fire log and transmitting fire statistics for the three most recent calendar years concerning the number of fires that occurred in on-campus student housing facilities to the Director of Campus Security for reporting to the Department of Education.
- The Director of Risk Management and Compliance is responsible for preparing the AFSR.
- The Director of Risk Management and Compliance is responsible for publishing the AFSR on the Westminster College website.
- The Director of Campus Security is responsible for reporting the fire statistics from the AFSR to the Department of Education on or before October 1 through the annual online Campus Safety and Security Survey.
- The Dean of Students is responsible for distributing the AFSR to all current employees and students.
- The Director of Admissions is responsible for notifying and providing the online location of the AFSR and a brief description of the report to prospective or current students.
- The Executive Director of Human Resources is responsible for notifying and providing to prospective faculty and staff the on-line location of the AFSR and a brief description of the report.

9. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 17, 2017</td>
<td>Procedures for Reporting and Disclosing Fire Statistics (04/17/17) APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>Interim Procedures for Reporting and Disclosing Fire Statistics (3/10/17) APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>SOP WCP-GEN-SOP-05 (1/28/15) RESCINDED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>SOP WM-444-SOP-44 (1/28/15) RESCINDED</td>
<td>Policy Governance Committee</td>
</tr>
</tbody>
</table>
10. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/ __________________________________________

Stephen R. Morgan, President