



University of Dallas

**Consumer Information
Policy**

Fire Safety Information

POLICY AIC-S

Responsible Executive:
General Counsel
Responsible Office:
Office of General Counsel
Approved by: Board, 12.30.20
Issued: 12.30.20
Revised: n/a

1. PURPOSE

This Policy guides the University of Dallas in providing information to prospective and current students, as well as the general public, regarding the programs and activities of the University. Specifically, this Policy contains guidance relating to fire safety information that must be disclosed under 34 C.F.R. § [668.49](#).

2. ANNUAL FIRE SAFETY REPORT

The University will prepare an annual fire safety report that contains, at a minimum, the following information:

- 2.1. The fire statistics described in Section 3 of this Policy.
- 2.2. A description of each on-campus student housing facility fire safety system.
- 2.3. The number of fire drills held during the previous calendar year.
- 2.4. The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
- 2.5. The institution's procedures for student housing evacuation in the case of a fire.
- 2.6. The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the University will describe the procedures that students and employees should follow in the case of a fire.
- 2.7. For 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.
- 2.8. Plans for future improvements in fire safety, if determined necessary by the institution.

3. FIRE STATISTICS

The University will report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning –

- 3.1. The number of fires and the cause of each fire;
- 3.2. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;

- 3.3. The number of deaths related to a fire; and
- 3.4. The value of property damage caused by a fire.

4. FIRE LOG

The University will 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.

- 4.1. The University will make an entry or an addition to an entry to the log within two business days of the receipt of the information.
- 4.2. The University will make the fire log for the most recent 60-day period open to public inspection during normal business hours. The University will make any portion of the log older than 60 days available within two business days of a request for public inspection.

5. DEFINITIONS

- 5.1. **“Business day”** means Monday through Friday, excluding any day when the University is closed.
- 5.2. **“Cause of fire”** means 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.
- 5.3. **“Fire”** means any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- 5.4. **“Fire drill”** means a supervised practice of a mandatory evacuation of a building for a fire.
- 5.5. **“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. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- 5.6. **“Fire-related death”** means any instance in which a person –
 - 5.6.1. 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
 - 5.6.2. Dies within one year of injuries sustained as a result of the fire.
- 5.7. **“Fire safety system”** means any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone 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.

- 5.8. **“On-campus student housing facility”** means a dormitory or other residential facility for students that is located on an institution’s campus, as defined in § 668.46(a).
- 5.9. **“Prospective employee”** means an individual who has contacted the University for the purpose of requesting information concerning employment with the University.
- 5.10. **“Prospective student”** means an individual who has contacted the University requesting information concerning admission to the University.
- 5.11. **“Secretary”** means the Secretary of the Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.
- 5.12. **“University”** and **“the University”** mean the University of Dallas.
- 5.13. **“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. 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.

6. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Monitor compliance with this Policy
UD Police Department	1. Maintain the fire log mentioned in Section 4 of this Policy. 2. Gather the information required for inclusion in the annual fire safety report. 3. Make available the annual fire safety report.

7. PROCEDURES

Task	Procedure
Gather Information	1. The University of Dallas Police Department, on at least an annual basis, will notify the relevant offices and departments of the information that it will need in order to comply with this Policy. 2. The relevant offices and departments will provide the requested information to the University of Dallas Police Department in a timely manner.
Organize Information	1. The University of Dallas Police Department will maintain the fire log. 2. The University of Dallas Police Department will organize the information required for the annual fire safety report.
Make Information Available	1. The University of Dallas Police Department will prepare the information to be made available and distributed. 2. The University of Dallas Police Department, in conjunction with the relevant offices and/or departments, will make available the annual fire safety report and fire log through the University’s

consumer information web page and submit the fire statistics to the Department of Education.

3. The Office of General Counsel will monitor the information made available.

8. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or University of Dallas Police Department will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel or the University of Dallas Police Department.

9. RELATED DOCUMENTS

Policy or Document	Web Address
Policy AIC - Consumer Information Policy	https://udallas.edu/about/university-policies/index.php
Policy AIC-I - Consumer Information Policy - Institutional Information	https://udallas.edu/about/university-policies/index.php
Policy AIC-C - Consumer Information Policy - Security and Crime Information	https://udallas.edu/about/university-policies/index.php
Policy ALS - Law Enforcement - Safety and Security Policy	https://udallas.edu/about/university-policies/index.php

10. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Fire Log, Statistics, and Annual Fire Safety Report	University of Dallas Police Department	(972) 721-5305	cso@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	