

## REPORTING OF FIRE SAFETY

A Program Official will obtain from Regional West Medical Center Campus Security information regarding fire safety.

Responsibility: Program Director, Security  
Standard: Environment

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In accordance with the Higher Education Opportunity Act (Public Law 110-315) Regional West Medical Center must: collect fire statistics, provide an Annual Fire Safety Report and maintain a "fire log."

### Fire Statistics

Regional West Medical Center must collect and report the following fire statistics:

- The number of fires
- The cause of each fire
- The number of deaths related to the fire
- The number of injuries related the fire that resulted in treatment at a medical facility
- The value of the property damage related to the fire
- Reporting of these fire statistics will occur in the annual fire safety report to the Department of Education's web-based data collection system.

### Annual Fire Safety Report

Regional West Medical Center's on-campus student housing is located at InnTouch.

The report must contain the following information:

- Fire statistics as identified above
- A description of the fire safety system for on-campus student housing facility.
- The number of fire drills held during the previous calendar year
- Regional West's policies on portable electrical appliances, smoking and open flames in student housing facilities (see Fire response –St. Mary's Plaza Policy 307-5-11 and Patient Personnel Electric Equipment Policy 308-5-05 of Sponsoring Institution)
- Procedures for student housing evacuation (see Fire response –St. Mary's Plaza Policy 307-5-11 of Sponsoring Institution)
- Policies for fire safety education and training program for students, faculty, and staff (see Fire Watch Policy 307-5-12 of Sponsoring Institution)
- A list of titles of each person or organization to which individuals should report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution

### Fire Log

A record of the fire event shall be maintained. The fire should be recorded by the date the fire was reported. For each fire:

- Nature of the fire
- The date the fire occurred
- The time of day the fire occurred
- The general location of the fire
- A hard copy or electronic copy may be maintained. Either format must be accessible on-site. The fire log for the most recent 60-day period must be open to the public for inspection, upon request, during normal business hours.
- Any portion of the log that is older than 60 days must be available within two business days upon a request for public inspection.
- Information in the fire log should be used to gather the statistics that are required for the Annual Fire Safety Report.
- The fire log must be kept for three years following the publication of the last annual report to which it applies (7 years).

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Signature  
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Program Director

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Signature  
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Director of Imaging Services

Hospital Policy Reference: 308.5.05

Reviewed: 7/14/11, 5/3/12, 5/2/13, 1/24/14, 2/20/15, 3/11/16, 2/3/17, 2/6/18, 2/7/19, 4/30/20, 9/21/21  
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