



**MAUNA LOA**  
HELICOPTERS

*2020 Annual Security and Fire Safety Report*





*Photo provided by: Pasha Sirait*

## Mauna Loa Helicopters Mission

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**To provide flight training with the core values of safety, quality, capability, and integrity.**

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“ The more you fly here the more you appreciate the wonders of nature. ”

-Benjamin C. Fouts

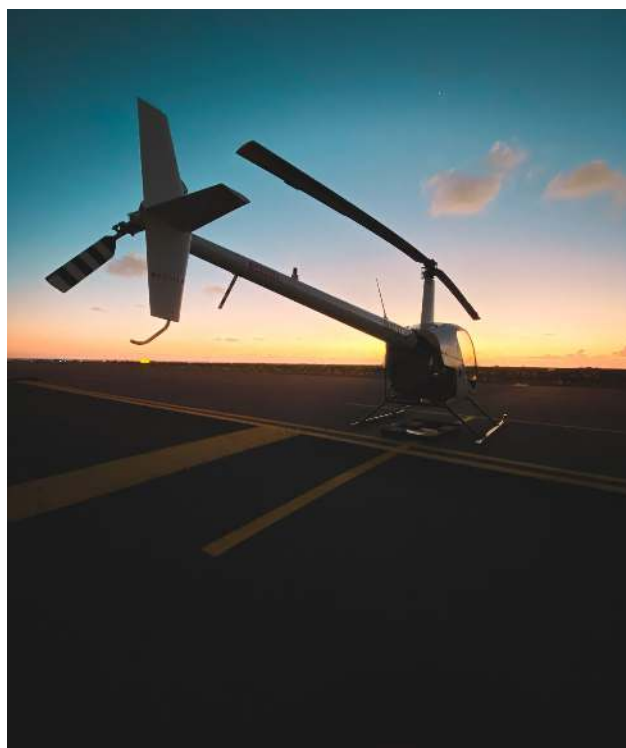


## Welcome

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Mauna Loa Helicopters (MLH) encourages all members (students, employees, and visitors) of our flight school to be fully aware of the Campus Safety matters and to take action to prevent and report illegal and other unsafe activities should they occur.

Practicing personal safety and reporting incidents of concern are the foundational ways we can work together to enjoy a safe community.



*Photo provided by: Pasha Sirait*

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## History

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In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of the Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Higher Education Opportunity Act Amendments of 2008 added additional requirements for crime reporting, including expansion of hate crimes which must be reported and the requirement of a written campus policy for coordination with local law enforcement.

The Clery Act requires higher education institutions to give timely warning of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community and is also submitted to the Department of Education. The goal of the Clery Act is to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

To be in compliance with the Clery Act regulations, an institution has several obligations. These obligations fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

## Crime Reporting Policies

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MLH does not have a security department, as it is a very small school. Please make all formal reporting to the General Manager. MLH has three locations associated with the school:

### MLH-KONA

73 310 U'u Street  
Kailua-Kona, HI 96740

### KOA Student Housing

73-1190 Ahulani Street Kailua-Kona, HI 96740

73-1130 Loloa Street Kailua-Kona HI 96740

### MLH-HONOLULU

90 Nakolo Place, Suite 2 Honolulu, HI 96819

All locations have access to the Hawaii Police Departments in their area 24 hours a day, 365 days a year. Also, there is someone in management available to assist at our 2

campuses Monday-Friday 8am-4pm. All persons on our campuses and student housing are encouraged to immediately report criminal activity to the Hawaii Police Department. When provided with a police report, MLH requires a copy for their records. In the event there is not a report made, MLH requires that you fill out an Incident Form, which can be obtained from any of the managers in our offices, both in Honolulu and in Kailua-Kona.

**Crime Report:** MLH will issue an annual report of crimes occurring on campuses and student housing that are made known to MLH directly, or through related law enforcement agencies. This report is made available by MLH and will be in hard copy and available to view Monday-Friday 8am-4pm at each campus location. This report will also be provided to all current students and staff members or MLH either directly or via email.



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## Crime Reporting Procedures

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All criminal activity occurring on campus or student housing should be reported immediately to the local Police Department. MLH strongly encourages and supports complainants and victims to report all crimes. In appropriate cases, reports will be shared with management at MLH. MLH staff will assist police in any way they can.

If you are a victim of a crime or witness a crime:

- Call the Police Department in your area immediately.
- Phone numbers to call for reporting a crime or when in need of assistance are as follows:
- Kona Police Department 808-326-4646
- Kona International Airport Security 808-329-5073
- Honolulu Police Department 808-529-3111
- Honolulu Airport Security 808-836-6641
- MLH Office Phone Number Kona 808-334-0234
- MLH Office Phone Number Honolulu 808-834-6799

After a crime, write down as much information as you can remember. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s), such as:

Gender

Approximate age

Height

Weight/Build

Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc)

Dress/Clothing

Distinguishing Marks (scars, tattoos, etc)

Voice/Speech pattern

Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the Police Department. Preserve the crime scene; do not touch or remove any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Police arrive.

All employees who become aware of an allegation of violation of MLH policy, student code of conduct, civil or criminal law should report the allegation to their supervisor or call the Police Department immediately.



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## Responding to Reports

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All allegations will be investigated. These reports will be classified according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, management will take the appropriate action in working with the Police Department.

MLH will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), in cases where MLH management determines there is a continuing threat to the College community. In such cases, warning may be provided through campus bulletins (via email), campus memos, and any other means necessary.

## Timely Warnings

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Whenever MLH receives information that a crime has been committed which may pose a continuing threat to the safety of any campus member, the management at MLH will issue a timely warning. In such cases, warnings will be posted and communicated under the heading "Public Safety Alert".

Public Safety Alerts are distributed for the purpose of informing the campus community of a potentially dangerous condition that may affect their personal safety. The alert will contain information regarding an incident that will allow campus community members to take the proper measures to insure their individual safety. The alert may also contain a request for information regarding an incident. Public Safety Alerts will remain posted as long as it is determined that a threat exists, or will be removed after thirty days if no similar incidents occur. In addition, a daily crime log listing crimes reported to MLH is maintained in the main office of each MLH training site, and will be available for public review during normal business hours.



## Emergency Notification

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MLH will notify the community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the campus community. These notifications may be given verbally, as well as through email, text messaging or phone calls. There will also be memos posted if needed.

In the event of a significant emergency, an emergency notification will be issued by MLH to students and employees without delay. This notification process will take into account the safety of the community, determine the content of the notification and initiate the notification. If the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, the notification may be delayed. MLH has several notification messages that are prepared in advance for immediate outreach. Notifications may be issued through collaborative discussion between the Police Department and the managers of MLH. Information regarding the emergency may also be posted on the MLH website and/or through our main offices as appropriate to inform the larger community.

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## Crime Definitions

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The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting Handbook and National Incident Based Reporting System and used to classify the criminal offenses previously listed:

**Aggravated Assault** -Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or any means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

**Arson** -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.

**Burglary** -Unlawful entry of a structure to commit a felony or a theft, including unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** -Theft or attempted theft of a motor vehicle.

**Murder and Manslaughter** -Willful or through gross negligence, killing of another human being by another.

**Robbery** -Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex Offenses** -Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Incest, Statutory Rape.

**Drug Violations** -Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Violations** -Violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

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**Weapons Violations** -Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Larceny Theft** -The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault** -Simple, not aggravated, includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.

**Intimidation** -To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

**Vandalism of Property** -The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having control. Management at each MLH location will communicate with the Police Department regarding issues occurring on campus. When such incidents occur, management will determine the proper means of communicating these concerns to the campus community. MLH encourages all students and employees to be responsible for following stated security procedures and practices.



## Procedure for Reporting Sexual Assault

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Contact the Hawaii Police Department (808)326-4646, or call 911, as soon as possible after the offense occurs. Victims should attempt to note everything about the location and remember that it is extremely important to preserve evidence. Victims should not bathe, douche, use the toilet, or change clothing. Rape victims should seek medical attention immediately, regardless of whether the matter is reported to the police. MLH will assist the student in notifying the proper authorities, if the student requests this assistance.



Victims should obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Victims should also attempt to obtain a description and license number of any vehicle involved, note the direction taken by offenders or vehicles and report this information to campus authorities or the police. Victims should also take care to preserve the crime scene. It is essential to refrain from touching any items involved in the incident, and to

close off the area of the incident to prevent people from entering the crime area until law enforcement officers arrive. MLH administrators and staff will attempt to maintain the anonymity of the sexual assault survivor.

Every attempt will be made not to release names to the media, unless requested by the sexual assault survivor. Names and addresses of survivors are shared with the Police Department and/or other local law enforcement agencies. Each report of sexual assault will be investigated in order to provide better protection for sexual assault survivors and all member of the campus community. Sexual assault survivors should be aware of the college's responsibility to release information regarding the fact that an assault occurred, for the protection and safety of others.

Counseling for sexual assault victims is available at:

[Sexual Assault Support Service Ywc 75-5706 Hanama Pl. Ste. 202 Kailua-Kona, HI 96740 808-334-1624](#)  
[Sex Abuse Treatment Center Harbor Court Building Honolulu, HI 96813 808-524-7273](#)

MLH maintains official records of reports of sexual assault, as is the case with all reported violations of the law. Students, faculty and staff are encouraged to contact MLH Title IX Coordinator, Natalie Lee, to report

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any information regarding assaults. Each report will be logged as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts presented.

If the Title IX Coordinator determines that a threat continues to exist for the campus community, information about the reported sexual assault will be reported to the campus community, whether reported by a sexual assault survivor or through a third-party report. As much detail as possible will be released to identify the assailant, such as location, date, time and other information that could identify the suspect. The Advisor will inform the flight training community of the reported sexual assault by posting “Public Safety Alerts”.

MLH will take appropriate action to safeguard the survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, MLH will attempt to provide, if reasonably available, an alternate or modified class schedule for the survivor. MLH will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the school determines there is a clear danger to the victim or the flight school community. Contact Information for Title IX Coordinator, Natalie Lee 808-334-0234.

## Sexual Violence Policy Statement

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Sexual Violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at MLH. MLH is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of their policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other campus policies that may require separate proceedings. To further its commitment against sexual violence, MLH provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate. If a sexual assault should occur on campus, both the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both the accuser and accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

To prevent sexual assault and harassment, MLH has undertaken educational efforts to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual assault and harassment and what steps can be taken if instances of sexual assault and harassment

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are experienced. These efforts include written information regarding the prevention of sexual assault, as well as the definition of sexual assault and where to get help.



## Campus Sex Crimes Prevention Act

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The Campus Sex Crimes Prevention Act is a federal law which requires institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

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## Alcohol and Drug Free Campus Policy

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### Policy Statement

Mauna Loa Helicopters recognizes that the misuse of alcohol and other drugs is a serious problem in our society. MLH seeks to promote a healthy and responsible campus environment which is conducive to teaching and learning.

In compliance with the Federal Drug Free Schools and Community Act, and the Federal Drug Free Work Act, MLH has adopted the following policies regarding the use of alcohol and other drugs:

No employee shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on campus or while off campus during work hours.

No student shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on campus or while off campus during work hours.

No employee shall report to work and no student shall report to campus while under the influence of alcohol or a controlled substance, which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

**Exceptions and Exemptions** -The medically authorized use of a prescription drug is exempt from this policy.

An exception to use alcohol for specific events or for instructional purposes requires prior approval by the owner of MLH, Ben Fouts or the GM, Natalie Lee.

**Sanctions** -Violators of this policy are subject to the following consequences, including timely involvement of law enforcement agencies when appropriate: Employees found to have violated this policy will be subject to disciplinary action including, but not limited to, any one or all of the following: oral and written reprimand, suspension, termination and referral for prosecution.

Students found to have violated this policy will be subject to disciplinary action including, but not limited to any one or all of the following: warning, confiscation, suspension, expulsion, and referral for prosecution.



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Visitors found to have violated this policy are subject to removal from campus or MLH sponsored off campus events or activities.

**Hawaii Law** -Hawaii has many statutes which regulate and control the use and abuse of alcohol. For example, driving while under the influence (DUI) may result in a fine, jail time, and/or revocation of a driver's license. Possession of alcohol under age 21 or use of false identification to purchase alcohol may result in a fine. Furnishing alcohol to persons under 21 is punishable by a fine and/or time in prison.

**Federal Law** -Federal law provides varying penalties for controlled substance crimes. For example, illegal possession of a controlled substance may result in a substantial fine and jail or prison time for the first offense. Additional penalties may include forfeiture of personal property or the denial of federal student financial aid benefits or other federal licenses and benefits. Trafficking in drugs such as heroin or cocaine may result in life imprisonment.

**Health Risks Associated with Alcohol and Drugs** -Abuse and addiction to alcohol, nicotine, and illegal substances cost Americans upwards of half a trillion dollars a year, considering their combined medical, economic, criminal, and social impact. Every year, abuse of illicit drugs and alcohol contributes to the death of thousands to hundreds of thousands of Americans, while tobacco is linked to over 400,000 deaths per year. People of all ages and backgrounds suffer the harmful consequences of drug abuse and addiction. Adults who abuse drugs often have problems thinking clearly, remembering, and paying attention. The abuse can lead to disruption in their work, as well as personal lives.

### Resources for Assistance

- West Hawaii Alcoholics Anonymous 808-329-1212
- Honolulu Alcoholics Anonymous 808-946-1438

### Access and Security of Campus Facilities

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During normal business hours, MLH will be open to the general public. During non-business hours, access is by key and any non-employees of MLH must be accompanied by an MLH employee. The administrative team and instructors are issued keys. Security issues are handled by airport security for the Kona and Honolulu campuses. Student housing in Kona is off campus and falls under the jurisdiction of the Hawaii Police Department.

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## Emergency Response and Evacuation Plan

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MLH shares any emergency notifications from the state, local or federal government concerning the location of their campuses, as well as student housing. In the event of an emergency directly affecting MLH students or staff, MLH will disperse warnings and all pertinent information via text message, email, and/or posted notices, as well as verbally. All students and staff of MLH should familiarize themselves with evacuation routes. These routes are available and posted at MLH 2 campuses, as well as student housing.

In the event of a declared evacuation by the fire department, police or administration, students and staff should leave the area as directed. Do not stand around the area and do not reenter the area until an all clear is given by the proper authorities.

In the event of a fire students and staff should adhere to the following guidelines:

### Do:

Listen for announcements from the authorities or administration.

Follow evacuation routes from the area.

Exit in an orderly and organized fashion.

Stay out of the way of firefighters, police and other emergency responders.

If caught in smoke, take short breaths through your nose, stay near the floor and move to an exit by crawling while covering your nose and mouth with fabric, if possible.

### Don't:

Attempt to fight the fire unless you are an emergency responder and have been trained to do so.

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Run, panic or push.

Return to the area until an all clear is given.

## Personal Safety

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MLH takes the safety of their students and staff very seriously. We are on alert for any suspicious or dangerous activities. At the same time, MLH strongly believes that all persons can help deter criminal activity. Students and staff should be aware of their surroundings at all times.

**Protect Your Property** -Personal property should never be left unattended. Take such items with you when you leave an area. Lock any door necessary when vacating an area. Never open exterior doors to strangers if you are unsure. If you ride a bike, always lock it when unattended.

**Protect Your Vehicle** - Always lock your car doors. Try to park in a well-lit area. Avoid leaving personal or valuable items in plain view inside your vehicle.

**Protect Yourself**- At night, always try to walk with others. Walk along well lit and familiar routes. Be alert to your surroundings at all times. Have your keys in your hand before you reach your vehicle.

**Suspicious Activity**- If you see suspicious activity or people on campus or student housing, please report the incident to the appropriate party. This may be the police by calling 911, or the management team. Do not confront a suspicious person.

**Crime Statistics** -Below are the crime statistics for the last 3 years at MLH's campuses, as well as student housing. MLH began issuing Title IV funds in 2015. For MLH's current 2 locations, as well as former locations, there were no crimes reported to the Hawaii Police Department within a mile radius of each one in 2017, 2018 and 2019.

General crime statistics for the state of Hawaii can be found at <http://hawaii.gov/ag/cpia/main/rs/>

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## Missing Person Notification Policy

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**On-Campus Missing Person Procedures** -Events that could cause a flight training student at MLH to be considered missing include contact from a concerned individual, including school staff, about a student's absence or lack of contact that is contrary to their normal behavior and/or if unusual circumstances may have caused the absence.

When a school staff member becomes aware of a potential missing student, a School Missing Person – Initial Report (IR) is initiated that begins the Missing Person Protocol. The 24-hour period begins at the time the report is generated, and School staff will follow the missing person procedures to report and investigate the missing person.

**MLH Role** -MLH will gather information from the reporting source utilizing the School's IR. MLH will perform routine checks within housing and check with roommates or other students to determine when the missing person was last seen.

MLH shall attempt to call, email, and/or text message the missing person and check with friends to ask when they last communicated with the person. School files will be reviewed on the missing person for verification of vital information such as age, contact information, etc. MLH will also check the missing person's mailbox to determine if they have been picking up mail, and attempt to determine if the missing person's vehicle is in any School parking lots. All housing and campus investigating procedures should be completed by 24 hours after first notification of the missing student.



**Notifications without Following the Missing Persons Procedures** -Certain events may occur that preclude the use of the standard Missing Persons Procedures as developed by the School. The following circumstances will require a deviation from the procedures:

- • Suspected foul play or danger including expressed suicidal ideology
- • Known medical condition that could cause a life-threatening situation
- • Natural disaster or other force of nature in which the student may have been involved
- • The missing flight training student has no designated contact on file
- • Similar circumstances, not listed, may also require deviation.

**Student & Staff Role** -Individuals who believe a student at MLH is missing should contact the School and initiate a student housing investigation. MLH will initiate official notification procedures to public safety officials for any resident who is determined to be missing for more than 24 hours.

**Designated Contact**- All residents have the option to designate an emergency contact should the resident be determined to be missing for more than 24 hours. If a resident has not been located, the designated contact or the custodial parent or guardian will be contacted by the President of the School. All residents are encouraged to complete the emergency contact info line in the school's online myFBO system.

**Public Safety Notification**- If a resident chooses not to designate a contact, MLH will notify the local law enforcement when a resident has been determined to be missing for more than 24 hours.

## Fire Safety Policies

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### Overview

The Higher Education Opportunity Act (HEOA) was signed into law in 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs, and maintain on-campus student housing facilities, to publish and distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees by October 1 of each year. The report will outline fire safety systems, fire policies, drills, evacuation procedures, and statistics on fires for the 3 most recent calendar years.



### Flight School Fire Prevention Program

It is the mission of MLH to provide faculty, staff, student pilots, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the School's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic facilities safety & security audits of the buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety through fire drills. Fire and life safety features of School buildings

shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). The School conducts fire safety inspections of all School buildings. Some buildings may be inspected more frequently as deemed necessary. Fire safety systems in student housing maintain a smoke alarm system.

**Fire Alarm and Evacuation Procedures-** Evacuation of student housing is required whenever the smoke alarm activates. Prior to a fire alarm or fire drill. [Learn emergency phone number 911.](#)

- Learn the location of the two (2) closest emergency exits.
- MLH staff can further identify the designated meeting place(s), once outside the building.
- Review emergency evacuation procedures located on the inside of housing.

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- Proceed to the door of the room and check it for heat with the back of a hand.
  - If cool, open the door slowly and check for smoke in the hall. If there is no smoke, go to the nearest Exit and evacuate the building.
  - If hot, or if there is smoke present in the corridor do not open the door: Stay in the room. Pack towels or blankets under the door. Telephone 911 on a cellular phone, if available. Wave a brightly colored item out the window for ease of recognition.

#### **If able to evacuate the room**

- Close the door to the room when leaving, do not lock it.
- Proceed to the closest EXIT and evacuate the building.
- Meet at the pre-designated area outside and away from the building for accountability.
- Report absent people that were known to be in the building
- Stay away from the building for reasons of personal safety and firefighter accessibility.
- Do not re-enter the building until the fire alarm has been silenced and the Fire Department has granted permission.

**Training & Drills-** All housing residents and staff receive fire safety training (through fire drills) at the beginning of the calendar year or when deemed necessary after significant life safety system changes. In the event of a fire incident, MLH will coordinate with the Police and Fire Departments in the investigation of each fire incident.

**Fire Prevention Policies-** To minimize the potential for fires, it is the policy of the School to prohibit open burning and the use of combustible decorations at all times. Open burning, as defined by the School, is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire.

All decorations and ornaments must be of fire resistant or non-combustible material and U.L. rated. They shall not be hung or posted on any fire protection equipment (fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the School, or in any manner that could present a fall or trip hazard, or impede egress. All decorations, ornaments and displays are required to be removed in a timely manner after the event. Decorative lights including Holiday lights, as well as floodlights, extension cords or electrically operated ornaments must also be U.L. rated.

Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock. Only heavy duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season.

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Extension cords may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the School that only artificial Holiday trees will be used and shall be of fire retardant or noncombustible material. Indoor trees must be placed out of the way of traffic, not block doorways, exits, exit signs or any of the fire protection equipment, or present a fall or trip hazard that impedes egress. Artificial snow and other decorative sprays should be used with extreme caution; avoid spraying around exits, exit signs or any of the fire protection equipment.

To minimize the potential for fires, it is the policy of the School to prohibit the use of the following items in housing: portable space heaters, hibachis, any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers/grills, toaster ovens, flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live Holiday trees or non-fire retardant artificial Holiday trees. The use of cooking devices does not apply to areas designated and built for such purposes.