

2015

Annual Fire Safety Report



Environmental Health and Safety

Illinois State University

10/1/2016

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INTRODUCTION

The Higher Education Opportunity Act (HEOA) became public law 110-315 in August 2008 requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in Illinois State University's (ISU) campus fire safety program. Elements of the campus fire safety program consist of: fire prevention policies and practices, fire safety educational and training initiatives, description of fire protection equipment in the residence halls, emergency evacuation procedures, fire safety statistics, and plans for future improvements to the residence hall campus fire safety program. The annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by Environmental Health and Safety.

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at ISU, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. Hard copies of the report are available for public review by calling 309-438-8325 or by visiting Environmental Health and Safety located in Room #202 of the Nelson Smith Building at Illinois State University. Environmental Health and Safety is open Monday through Friday, from 8:00 AM to 4:30 PM excluding holidays. The Annual Security Report and the Annual Fire Safety report are also available on the University Security website:

<http://security.illinoisstate.edu/>

PROGRAM OBJECTIVES

It is the policy of ISU to establish effective procedures and practices in the areas of fire prevention/protection designed to minimize the potential for fires on the ISU campus. In addition, the importance of fire safety is continually promoted to students, faculty and staff in an effort to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- Providing fire safety and emergency response training to Resident Assistants (RA) in each of the University's residence halls in August and January of each year.
- Conducting periodic review and update of fire prevention policies.
- Conducting regularly scheduled announced and unannounced fire drills in the residence halls to test response procedures and readiness of staff and occupants.
- Promoting fire safety awareness for employees and students by conducting regularly scheduled drills and refresher training on fire prevention and emergency evacuation procedures.
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards.
- Performing plan reviews and code consultation related to current capital improvement and remodeling projects.
- Mitigating fire hazards utilizing the information provided from regularly scheduled fire safety inspections performed by the University's property insurance loss control consultant, and fire protection consultants.

FIRE POLICIES AND PROCEDURES

Fire prevention policies and procedures have been developed and implemented in an effort to help accomplish the program objectives. Applicable NFPA, OSHA, IBC and other relevant codes and regulations were referenced during the development of these policies. A summary of these policies is included below:

ARSON AND AGGRAVATED ARSON*

The penalties for committing arson ([Arson \(720 ILCS 5/20 -1\)](#)) and/or aggravated arson ([Aggravated Arson \(720 ILCS 5/20 -1.1\)](#)) are severe. The Student Conduct and Conflict Resolution office administers the Student Code of Conduct and is responsible for disciplinary action for students who may engage in such activities. In addition, the [University Police Department](#) may pursue criminal charges which could lead to a term of 3-30 years imprisonment and a \$1,000 fine.

University Housing Services is committed to preventing disruptive behavior such as this. UHS staff works to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a residence hall staff member or the Illinois State University Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

EMERGENCY EQUIPMENT

Tampering with, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, fire hoses or water lines, public address systems, fire doors, exit lights or panels, or any other emergency equipment.

Tampering policies include smoke detectors and sprinkler heads which are fire safety equipment, and residents are prohibited from:

- Disconnecting a detector,
- Tampering with the detector or its operation,
- Purposely causing an alarm to occur,
- Hanging objects from or otherwise obstructing the sprinkler heads and pipes.
- Blocking open fire-rated door assemblies is strictly prohibited. Fire-rated door assemblies are Underwriter Laboratory listed and are designed to self-close and latch shut to prevent the passage of fire and smoke. Examples of fire-rated doors include:
 - student room doors
 - stairwell doors
 - separation doors between sleeping and commons areas
 - laundry rooms
 - any corridor doors

Violations of this policy are considered serious and may result in severe consequences. Individuals violating this policy may be billed for any repair costs and/or face criminal charges.

FIRE ALARMS*

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan any time a fire alarm sounds. Failure to abide by this directive will result in disciplinary sanctions. The penalties for setting off a false fire alarm are severe. [Student Conduct and Conflict Resolution](#) has decided that the recommended sanction for such action may be suspension from the University. University Housing Services reserves the right to immediately remove anyone found setting off false fire alarms from the residence halls. In addition, the University Police Department will pursue criminal charges which could lead to a one-year imprisonment and a \$1,000 fine. University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a residence hall staff member or the University Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

FIREWORKS*

The possession and/or use of fireworks is prohibited in residence halls. THE UNIVERSITY ASSUMES THAT POSSESSION OF FIREWORKS IMPLIES INTENT TO USE THEM. The use of fireworks is dangerous and constitutes a serious fire hazard. Consequently, the penalties for possession and/or use of fireworks may be severe. The University Police may seek criminal charges against individuals violating this policy which could lead to a \$1000 fine.

Based on the recommendation from Association of Residence Halls, individuals violating this policy are subject to relocation to another residence hall, cancellation of their residence hall contract and/or suspension from the University. [Student Conduct and Conflict Resolution](#) determines student suspensions.

University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a residence hall staff member or the University Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

ITEMS NOT PERMITTED IN UNIVERSITY RESIDENCE HALLS

Items not permitted to be used or stored in student rooms or any other area of the residence halls include, but are not limited to: any internal combustion engine, any acid, automobile batteries, halogen lamps, gasoline, firearms or other weapons, fireworks, water beds or other water filled furniture, microwave ovens, and/or other heat producing appliances, i.e. coffee pots, hot pots, popcorn makers. Due to health standards and possible inconvenience to other residents, no animals (except for service animals approved by the Disability Concerns Office for residents with disabilities), birds, or pets of any kind other than fish are to be housed or kept in the residence halls. Weight lifting equipment and devices, musical instruments equipped with amplifying devices, and instruments which disturb other residents may be used only in those areas of the residence halls so designated. They may not be used in student rooms.

ROOM INSPECTION, ENTRY AND SEARCH

The University reserves a reasonable right of entry into a student's room to assure proper maintenance and repair, to provide for the health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a statute, residence hall policy or University regulation is occurring within that room. In cases where students are not present at the time of entry, staff will not search through personal belongings but will refer any policy violation that is in plain sight to the disciplinary process. Staff members do not inspect each room when the building is evacuated because of fire.

Hall staff will enter students' rooms after closing the building for Thanksgiving, Semester Break, and Spring Break. The reason for checking each room is to ensure that room windows are secured in case of inclement weather, electrical outlets cords are unplugged in the event of a power surge, and that trash is emptied to avoid pest problems. Should a staff member notice additional policy violations, the students will be referred to [Student Conduct and Conflict Resolution](#) (Dean of Students' Office). A closing newsletter will be provided for each room to assist students with closing preparations. A member of the hall staff should be contacted if there are any questions.

APPLIANCES, COOKING, AND FOOD STORAGE

All electrical appliances in residence halls must be Underwriter Laboratory approved. All electrical heat-producing and cooking appliances, with the exception of hair appliances, are prohibited from possession and/or usage in the residence halls.

ELECTRICAL APPLIANCES

As a result of the increased use of cooking and heat producing appliances in the residence hall rooms and the resulting life safety and energy concerns, the University prohibits possession and/or usage of ALL ELECTRICAL APPLIANCES with the exception of hair apparatus, lighted mirrors and electric shavers. Irons may be utilized in a floor/ suite utility room or other designated areas; however, iron usage is prohibited in student rooms.

Refrigerators are also permitted in a student room, however; they may be no larger than 4.3 cubic feet and 1.5 running amps.

The "electrical appliance" policy also prohibits ALL energy-consuming lighted wall or window signs, ALL electrically-powered tools, and all halogen lamps. Items of questionable wattage should be addressed with the Residence Hall Coordinator. Power strips are permissible as long as they have a built-in circuit breaker.

Extension cords and power strips may not be "daisy chained" (two or more connected cords/strips). Students violating this policy will be fined \$50 for the first violation and \$100 for any violation thereafter. A microwave oven is provided on each of the student living floors and every two suites in Watterson. These microwaves will be available to students 24 hours a day.

FURNISHINGS

The University supplies basic furniture, such as desk, chair, dresser, study lamp, closet, bed, window treatments, and mattress. Students supply their own sheets, pillow, pillow case, mattress pad, blanket, bedspread, towels, wastebasket (these should be metal) and other personal items. Students must not move furniture from room to room, stack furniture, move furniture from public areas to their rooms, or detach fixed furniture. Halogen lamps are prohibited in the residence halls.

SMOKING POLICY

In accordance with the Smoke-Free Campus Act (110 ILCS 64 et seq.), the Smoke-Free Illinois Act (410 ILCS 82 et seq.), and the School Code Tobacco Prohibition (105 ILCS 510-20.5b), effective July 1, 2015 smoking and tobacco use is prohibited on campus. The [Smoke and Tobacco Free Campus map](#) available at Smoke Free Campus identifies all areas where smoking and tobacco use are prohibited. For more information on the Smoke and Tobacco-Free Campus please visit the [Health Promotion and Wellness website](#). Prior to July 1, 2015, state law prohibited smoking in all University buildings, University vehicles, and within 15 feet from building entrances, exits, windows that open or other ventilation intakes.

DECORATIONS IN PUBLIC AREAS

Any and all decorations used in public areas must be made of fire-resistant materials. No public area decoration may hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures or exit signs. Holiday trees must be ARTIFICIAL to be approved for residence hall use. The use of electric decorative holiday lights is restricted to "miniature Italian lights" that are either "U.L." (Underwriter's Laboratory) or "F.M." (Factory Mutual) approved. Decorations violating this policy may be removed by residence hall staff. Contact a residence hall staff person for clarification.

DECORATIONS IN STUDENT ROOMS

Residents may not add attachments of any type to a residence hall light fixture, including paint, tissue paper, crepe paper, tinfoil or any other material. NO materials, whether flammable or non-flammable, may be suspended from, attached to, or draped beneath the ceiling. Any materials such as tinfoil, paper, cloth, paperboard, plastic, etc. used to cover the walls in student rooms must be limited to less than half of the total room wall space. Decorations with open flames (whether lit or unlit) such as candles, wick lamps, incense, etc. are prohibited in student rooms. Residents may not add any permanent fixtures, constructions or wallpaper to their rooms. This includes the use of borders and contact paper. The use of these cause damage to painted walls and will require repainting at the resident's expense. Only University curtains or draperies may be used in students' rooms.

ROOM BEDS

Bunk beds may be constructed in the residence hall rooms providing the structure is FREE STANDING. A bunk bed may not be constructed so that it needs to rest on any other piece of furniture, heating unit or wall for structural support, nor may it be constructed with the use of pressure pins that may in any way attach the bunk bed to the ceilings and/or walls. Bunk beds not meeting the free-standing guidelines must be immediately corrected or disassembled by the residents of said room. Constructions that divide student rooms into more than one level (i.e., decks, platforms, etc.) will be limited in size to no more than 25 percent of the habitable floor space in any student room, due to such materials add substantially to the potential fire load and potentially inhibiting escape and/or rescue in the event of a fire. Similarly, other room constructions such as lofts, decks, walls, etc., may also be limited in the event they are deemed potential fire safety hazards.

RESIDENCE HALL ROOM DOORS

Due to fire safety considerations and the significant amount of damage done to residence hall room doors, postings on the inside of residence hall room doors are limited to signs, posters, etc., which cover NO MORE THAN 50 PERCENT OF THE DOOR. Emergency evacuation information must remain visible.

Additionally, residents may not post, hang, or otherwise attach any material to the outside of their room door. The only exception to this is residents will be allowed to post one memo board (those comprised of pressed fiber board), not to exceed 11" x 14" per room on the outside of their door.

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasion, etc.) may request temporary exemption from their Residence Hall Coordinator stating the reason for the request and the duration of time for which the exemption is sought.

UNIVERSITY REGULATIONS AND GOVERNMENTAL STATUTES

Failure to observe University regulations, Federal, State, or local laws subjects the violator to University disciplinary action and/or prosecution in the civil courts and/or cancellation of the Residence Hall Contract.

*Note: Staff members are not eligible to receive rewards as it is the responsibility of all staff members to report information about incidents.

INSPECTION, TESTING, AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

Environmental Health and Safety (EHS) administers this element of the campus fire safety program with support from the Facilities Management, University Housing Services, Campus Dining Services, and outside fire protection contractors. The overall goal is to ensure all fire protection equipment in the residence halls is tested, inspected, and maintained in accordance with applicable NFPA standards.

FIRE SAFETY EDUCATION AND TRAINING INITIATIVES

Residence hall staff including; Professional Staff, Resident Assistants, Community Assistants and Front Desk Staff receive fire safety training prior to the start of every fall and spring semester. Topics include a review of the fire prevention policies, weather safety, use of fire extinguishers, and an emergency evacuation exercise.

Emergency evacuation maps are installed on the inside of each resident's room door to direct occupants to primary and secondary exits. Two fire drills per residence hall are conducted each fall and spring semester in coordination with the Environmental Health and Safety, University Housing Services, Disabilities Concerns Office, and the Town of Normal Fire Department. Participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action. Environmental Health and Safety and University Housing Services critique the drills to identify problem areas, which are then discussed and resolved with affected staff.

Fire safety training programs are also provided at no cost to other student, staff, and faculty groups on campus by request. This program typically consists of a brief review of fire prevention policies and procedures followed by hands-on fire extinguisher training. Policy 5.3.1 on Fire Safety and Medical Assistance procedures can be found at <http://policy.illinoisstate.edu/health-safety/5-3-1.shtml> .

OVERVIEW OF FIRE PROTECTIVE FEATURES IN THE RESIDENCE HALLS

The University provides housing for students in seven residence halls and 5 apartment complexes. The following table provides a summary of the fire protection features provided in each of the housing facilities:

FACILITY NAME	YEAR BUILT	ABOVE GROUND LEVELS	SUB GRADE LEVELS	AUTOMATIC FIRE DETECTION/ MONITORED BY	AUTOMATIC SPRINKLERS	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS AND PLACARDS	NUMBER OF EVACUATION (FIRE) DRILLS EACH CALENDAR YEAR
Hewett	1966	17	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Manchester	1966	17	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Watterson- North Tower	1969	28	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Watterson- South Tower	1969	28	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Wilkins	1964	12	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Wright	1964	12	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Haynie	1964	12	1	Yes- UPD	Yes	Yes	Yes	Yes	2
Shelbourne Complex *	1971	2	0	Local- No	No	Yes	Yes	Yes	0
Cardinal Court Complex	2012	4	0	Yes- UPD	Yes	Yes	Yes	Yes	2
209 N Fell Ave	1982	3	1	Local- No	No	Yes	Yes	Yes	0
211 N Fell Ave	1981	3	1	Local- No	No	Yes	Yes	Yes	0
302 N School	1984	2	1	Local- No	No	Yes	Yes	Yes	0
* Non-campus buildings									

FIRE PROCEDURES AND STUDENT EVACUATION PROCEDURES

If students see fire or smoke in or near their room, they are to immediately call 911. When the emergency dispatcher answers the phone, students will be requested to provide their name, the name of their building, the floor number or area of the building, and what the student has or is observing. If the fire is in a student's room, he/she is to leave the room immediately and close the door. The nearest fire alarm station is to be pulled at the first opportunity and other occupants of the floor or suite are to be alerted while exiting. Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan ANY TIME a fire alarm sounds. Evidence of non-reported fires should be communicated to the University Police Department at (309)438-8631.

ELEVATORS ARE NOT TO BE USED DURING A FIRE. If a student is in his/her room and the fire alarm sounds for evacuation, he/she should first check the door. If the door is warm or hot to the touch it should not be opened. If the hallway is filled with smoke and/or flames, students are to stay in their room with the door closed. Spaces around the door are to be sealed with towels or sheets to keep smoke from entering your room. If smoke does enter the room, a window should be opened slightly. A towel, sheet or something noticeable should be hung out the window. Under these conditions only, the screen may be removed to indicate a student's location to the Fire Department personnel. If a window cannot be opened, or if there are no windows, students are to remain close to the floor. The best breathing air will be 18 inches above the floor. A window is never to be broken unless it is absolutely necessary for survival.

It is the Resident Assistant's and the Community Assistant's responsibility to inform students of these procedures during the first floor meeting of each semester and to answer any related questions. It is not the Residents Assistant's or Community Assistant's responsibility to knock on doors and ensure that everyone is off the floor during a fire alarm. They are instructed to assist the fire department with crowd control and other duties as assigned. During an emergency, all questions should be directed to a member of the hall staff.

In the event that a student with a disability is not able to follow standard evacuation procedures, he/she should contact the Residence Hall Coordinator or obtain a Request for Evacuation Assistance Form. Instructions regarding evacuation procedures will be provided to the residents who complete this form.

Students with temporary disabilities, i.e., broken leg, sprains, recovering from surgeries, whose mobility will be limited for a period of time, should contact the Residence Hall Coordinator and complete a Request for Evacuation Assistance Form. Instructions regarding evacuation procedures will be provided to the residents who complete this form. The Emergency Response and Evacuation Procedures policy is available on the ISU website at <http://policy.illinoisstate.edu/health-safety/5-1-15.shtml>.

FIRE SAFETY STATISTICS

The data presented in the following table summarizes the reported fires that occurred in University Housing Services facilities from January through December 2013 - 2015. Statistics as reported to Illinois State University Environmental Health and Safety are valid at publication, but may not reflect current trends. Please note that the University Housing Services facilities presented in the following table are only university owned property and part of Illinois State University. Off campus housing including rooming houses, private residence halls, multi-family apartment dwellings, and fraternities and

sororities are not owned and operated by ISU and, therefore, fire statistics from off campus housing is not included in this report.

Year 2013

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
215 W. Mulberry	Manchester	9/28/2013 5:34	Unintentional/ Trash Chute Fire	\$0	Fire	0
315 S. Fell	Watterson – North Tower	12/7/2013 22:07	Unintentional/ Trash Chute Fire	\$0	Fire	0
Year Totals				\$0	2	0

Year 2014

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
101 N. Fell	Hewett	1/17/14 4:32p.m.	Unintentional/ Trash Chute Fire	\$0	Fire	0
101 N. Fell	Hewett	2/15/14 1:58 p.m.	Intentional/ Paper Towel Roll	\$400.00	Fire	0
182 N. Adelaide	Wilkins	2/28/14 6:49 p.m.	Intentional/ Recycle Container; Paper Towel Dispenser	\$395.00	Fire	0
700 Gregory St.	Cardinal Court Birch Hall Unit #134	10/22/14 8:22 p.m.	Unintentional/ Stove Top Fire	\$450.00	Fire	0
Year Totals				\$1,245.00	4	0

Year 2015

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
None						
Year Totals				\$00.00		0

REPORT AT A GLANCE:

In **2013** there were two (2) actual fires at residence halls resulting in no injuries or deaths and a fire loss of zero dollars. The remaining twenty-two (22) responses were due to alarms caused by; faulty detectors, food or odors, and human error.

In **2014** there were (3) actual fires in residence halls and (1) actual fire in student apartments resulting in no injuries or deaths and a fire loss of \$1,245.00. There were no malicious activations. The remaining 23 responses were due to alarms caused by; faulty detectors, smells or odors, water or human error.

In **2015** there were no (0) actual fires in any on-campus student residences, subsequently, there were no injuries, deaths, or fire loss. There were a total of 46 responses due to alarms caused by mechanical fault, smells or odors, false alarms, water, or human error. There were also three malicious activations.

ISU EMERGENCY ALERT

ISU Emergency alert is an emergency notification system that is designed to contact the campus community in the event a campus emergency. Students are encouraged to register multiple modes of contact for emergency alerts to increase the likelihood of receiving these critical messages in the event of an emergency. The system uses wired phone technology, cell phone technology utilizing text messaging, email and social media. It also has the capacity for registrants to add an alternate email address. For more information go to http://security.illinoisstate.edu/emergency_alert/. Information will be stored securely and only used for ISU Emergency Alerts and scheduled system tests. Shortly after a message is sent by the ISU Emergency Alert system, it will also be posted to campus smart classrooms, digital signage and the Illinois State University Home Page.

FUTURE RESIDENCE HALL FIRE SAFETY ENHANCEMENTS

- Fiscal year 2017 Installation of fire sprinkler head guards in Watterson Towers student rooms.
- Fiscal year 2018 Fire system upgrade / replacement of public area fire protection devices at Watterson.

Note: These improvements are tentative and are subject to change without notice to the public.

ADDITIONAL CONTACTS

Emergency from any campus phone

Environmental Health and Safety	911 309-438-8325
Director Environmental Health and Safety	309-438-5367
Campus Fire Safety Program Manager	309-438-8292
ISU Police Non-emergency	309-438-8631
University Switchboard	309-438-2111
TTD/TTY	309-438-8266