

2018

Annual Fire Safety Report



Environmental Health and Safety

Illinois State University

9/30/2019

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INTRODUCTION

The Higher Education Opportunity Act (HEOA) requires all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Elements of Illinois State University's ("ISU") campus fire safety program consists 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 (EHS).

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 ISU. 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 July and August 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) regulations.
- 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 PREVENTION POLICIES

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

SMOKING POLICY

[Smoking and tobacco use is prohibited on campus.](#) This includes use of vaporizer pens and other electronic cigarettes. For information, view the University's policy on smoking and tobacco use.

SAFETY POLICIES

PORTABLE ELECTRICAL EQUIPMENT AND APPLIANCES *

The University prohibits possession and/or usage, within student rooms, of all portable electric equipment and appliances with the exception of the following items, only:

- Hair dryers, curling irons, flat irons,
- Lighted mirrors,
- Electric Razors
- Single serving coffee makers (i.e. Keurig's)
- Clothing irons: These can only be utilized in a floor/suite utility room or other designated area on the floor/suite. Iron usage is prohibited in student rooms.

Note: Electrical equipment and appliances must be U.L. or FM approved.

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. Two or more extension cords and/or power strips may not be connected. 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.

In addition, the following items are specifically prohibited:

- Any open flame device/apparatus
- Electrically powered tools
- Halogen lamps
- Torchiere lamps or lamps with bell shaped shades (octopus, medusa, spider lamps)
- Hover boards
- Lighted wall/window signs
- Lava lamps
- Water boilers
- Oil popcorn poppers
- Hoverboards or any self-balancing transportation device
- Electric Scooters
- 3D Printers

At any given time, University Housing Services Staff may determine that other items are in direct conflict with this policy and reserves the right to remove such items from rooms to prevent their use.

OPEN FLAME

Decorations with open flames (whether lit or unlit) such as candles, wick lamps, incense, wax warmers, etc. are prohibited in student rooms.

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. Activating a sprinkler, whether accidental or deliberate, will cause the fire alarm to sound. The recommended sanction for such action is suspension from the University. University Housing Services reserves the right to immediately remove anyone found setting off false fire alarms from University Housing residential facilities. In addition, the Illinois State University Police Department may pursue criminal charges.

SPRINKLER SYSTEMS

Every student room is equipped with a fire sprinkler. The following are prohibited:

- Obstructing sprinklers in any way or direction
- Hanging any objects from sprinkler heads
- Tampering with sprinkler heads

Any damage to the sprinkler heads or water damage that is caused by a resident and/or their guest(s), whether deliberate or accidental, may be subject to disciplinary action including but not limited to fines, relocation, denial of university housing, as well as civil and criminal liability.

EMERGENCY EQUIPMENT

Intentionally or unintentionally 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, sprinklers, heat and smoke detectors, fire hoses or water lines, public address systems, emergency exit doors, fire doors, exit lights or panels, or any other emergency equipment.

Violations of this policy are considered serious and can result in severe consequences. Individuals violating this policy may be billed for any repair costs. In addition, the Illinois State University Police Department may pursue criminal charges.

ARSON AND AGGRAVATED ARSON, BOMB THREAT, AND FIREWORKS

The penalties for these actions are severe. The recommended sanction for such activities is suspension from the University. University Housing Services reserves the right to immediately remove anyone found violating this policy from University Housing residential facilities. The University assumes that possession of fireworks implies intent to use them. The use of fireworks is dangerous and constitutes a serious fire hazard. In addition, the Illinois State University Police Department may pursue criminal charges. Refer to the [Code of Student Conduct](#) for more information.

ROOM INSPECTION, ENTRY AND SEARCH

The University reserves a reasonable right of entry into rooms 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, University Housing Services policy or University regulation is occurring within the room. In cases where students are not present at the time of entry, University Housing Staff will not search through personal belongings but will refer any policy violation that is in plain sight to the disciplinary process. University Housing Staff will immediately remove any items considered health or

safety violations. Possible retrieval of these items will require meeting with University Housing Staff members. University Housing Staff members do not inspect each room when the building is evacuated due to fire alarm.

University Housing Staff will enter rooms during Fall Break, Winter Break, and Spring Break. The reason for checking each room is to ensure that room windows are secured, electrical outlets are unplugged, that trash is emptied and for other building concerns. See a University Housing Staff member with questions.

DECORATIONS

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 or sprinklers/fire suppression system. Any materials such as tinfoil, paper, cloth, paperboard, plastic, etc. used to cover the walls in student rooms must not exceed 20 percent of the aggregate wall area to which they are applied. 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 window treatments may be used in students' rooms.

Holiday trees must be artificial to be approved for residence hall use. Artificial trees are to be placed at least five feet from radiators and other heat sources. The use of electric decorative holiday lights is restricted to "miniature lights" that are either "U.L." (Underwriter's Laboratory) or "F.M." (Factory Mutual) approved. Electric wiring shall not be used on metallic Holiday trees. Decorations violating this policy may be removed by University Housing Staff. Contact University Housing Staff for clarification.

RESIDENCE HALL ROOM DOORS

Postings on the inside of room doors are limited to signs, posters, etc., which cover no more than 20% of the door. Residents are permitted one University Housing Staff-issued door decoration per resident in the room on the outside of the door. Additionally, residents may not post, hang, or otherwise attach any material to the outside of their room 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.

EMERGENCY NOTIFICATION

How to report an emergency:

Call any of the following authorities to report an emergency	
Dial 911	Report emergencies or non-emergency criminal violations by dialing 911 from a University phone, public phone or cell phone.
Dial 438-8631 or 8-8631.	Report non-emergency requests to UPD by dialing 438-8631 from a public phone or cell phone.
TTY Emergency Dial 438-8266 or 8-8266.	Dial 438-8266 or 8-8266 for TTY Emergency or Non-Emergency reporting to UPD.

Emergency Phones	There are over 75 emergency phones and blue-light kiosks located throughout campus. When used, they automatically identify the location of the caller for the UPD Emergency 911 Center.
Contact UPD in person or e-mail.	Contact an officer on patrol or go to the University Police Department, Nelson Smith Building, Room 105, 718 West College Avenue, Campus Box 9240, Normal, Illinois 61790. E-mail: isupolice@IllinoisState.edu with non-emergency information on any criminal activity.
Submit a Public Incident Report Form	Submit a Public Incident Report Form via the Internet. The form is available at the Campus Security Website: http://security.illinoisstate.edu/report/crime_reporting/
Safe Redbirds App	Click on 'Make a Report' within the app to be connected to various reporting methods to ISUPD, SCCR, Title IX and others.

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 each fall 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. Each year, typically two fire drills per residence hall (announced and unannounced) are conducted in coordination with EHS, University Housing Services and Student Access and Accommodation Services. Participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action. EHS and University Housing Services critique the drills to identify problem areas, which are then discussed and resolved with affected staff.

Fire safety training is also provided at no cost to other student, staff, and faculty groups on campus by request. This training typically consists of a review of fire prevention and emergency management policies and procedures. Hands-on fire extinguisher training is also offered for groups interested in this type of 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> .

FIRE EVACUATION PROCEDURES*

Whenever a fire alarm sounds, residents, staff, guests and other building occupants are required to evacuate the building.

Upon hearing the building fire alarm horns or seeing the fire alarm strobes, residents and guests are to follow the instructions identifying their evacuation route which is posted on the back of the room door. Evacuation is mandatory for fire drills, false alarms and actual fire alarms.

Smoke is the major cause of death from fires within residence halls. Even in a building designed to be resistant to fire, a small wastebasket fire can quickly fill an area with smoke and deadly gases. For this reason, residents should be certain to close room doors and windows when evacuating to slow the spread of smoke. Hallway and stairwell fire doors must always be closed. Obstructing a doorway, exit, stairwell, or room door is a serious safety hazard.

Residents and staff are not to re-enter the building until the Normal Fire Department releases control of the building and EHS or University Police has identified it is safe to re-enter.

Residents and staff who fail to evacuate a building during a fire alarm or who do not follow the directives of fire, police, or staff will be referred to the appropriate university disciplinary system for action.

If you see smoke or fire:

1. Immediately begin evacuating the building using emergency exits; closing doors behind you as you go.
2. If the alarm is not already sounding, pull the nearest fire alarm pull station to alert other building occupants of the fire.

Once an alarm is activated:

3. Evacuate the building using emergency exits. Before passing through a door, check the door and handle. If the door or handle are hot to the touch or smoke is present, do not open the door.
4. DO NOT use elevators if evacuating due to a fire or fire alarm.
5. Evacuate to the designated Evacuation Assembly Area.
6. Once out of the building, call 911 and provide your name, name of building, floor number or area of the building where the fire was discovered and what was observed.
7. Advise building officials if you believe someone is missing or trapped inside and/or needs assistance. Building officials will, in turn, inform the University Police and fire department personnel.
8. Stay out of the way of emergency personnel and equipment.
9. Do not attempt to re-enter the building until the building has been released by the Normal Fire Department and you are approved to re-enter by the Illinois State University Police Department (ISUPD) or EHS.

If caught in smoke:

1. Do not breathe the smoke.
2. Drop to your knees and crawl to the closest safe exit. The best breathing air will be 18 inches above the floor.
3. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:

1. Close all doors and windows of the room you are in.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan ANY TIME a fire alarm is activated. Any evidence of a fire, reported or not, should be communicated to the University Police Department at (309)438-8631.

It is the Resident Assistant's responsibility to inform residents of these procedures and to answer any questions about evacuating the building. This is typically done during the first-floor meeting. It is not the Resident Assistants responsibility to knock on doors and ensure that everyone is has evacuated the

floor in the event of a fire evacuation. They are instructed to assist with the evacuation and other duties as assigned. See a University Housing Staff member with any questions.

If a student is unable to follow standard evacuation procedures due to physical limitations, they should contact the Residence Hall Coordinator to advise him/ her of their limitation.

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.

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 DECTION/ MONITORED BY	AUTOMATIC SPRINKLERS	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS AND PLACARDS	NUMBER OF EVACUATION (FIRE) DRILLS IN THE 2018 CALENDAR YEAR
Hewett	1966	17	1	Yes- UPD	Yes	Yes	Yes	Yes	1
Manchester	1966	17	1	Yes- UPD	Yes	Yes	Yes	Yes	1
Watterson- North Tower	1969	28	1	Yes- UPD	Yes	Yes	Yes	Yes	1
Watterson- South Tower	1969	28	1	Yes- UPD	Yes	Yes	Yes	Yes	1
Wilkins	1964	12	1	Yes- UPD	Yes	Yes	Yes	Yes	1

Wright	1964	12	1	Yes-UPD	Yes	Yes	Yes	Yes	1
Haynie	1964	12	1	Yes-UPD	Yes	Yes	Yes	Yes	1
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 that have been decommissioned									

FIRE SAFETY STATISTICS

The data presented in the following table summarizes the reported fires that occurred in University Housing Services facilities from January 2016 through December 2018. 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. Statistics are pulled from the fire log maintained by EHS and can be viewed upon request.

Year 2016

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
700 Gregory St.	Cardinal Court Dogwood Hall, Unit #136	2/16/2016 3:23 p.m.	Unintentional/ Stove Top Fire	\$1200.00	Fire	0
Year Totals				\$1200.00		0

Year 2017

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
182 N. Adelaide St.	Wilkins Hall	05/07/2017 6:06 p.m.	Trash Chute Fire	\$200.00	Fire	0
Year Totals				\$200.00		0

Year 2018						
Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
215 W. Mulberry St.	Manchester Hall	02/09/18 8:41 p.m.	Cooking Fire	\$400.00	Fire	0
Year Totals				\$400.00		0

Report at a glance:

In **2016** there was one (1) actual fire in Student Apartments resulting in no injuries or deaths and a fire loss of \$1200.00 dollars. The remaining 38 responses were due to alarms caused by; faulty detectors, smells or odors, water, or human error.

In **2017** there was one (1) actual fire in on-campus Student Residence Hall resulting in no injuries or deaths and a loss of \$200.00. The remaining 44 responses were due to alarms caused by mechanical/electrical fault, smells or odors, water or human error.

In **2018** there was one (1) actual fire in on-campus Student Residence Hall resulting in no injuries or deaths and a loss of \$400.00. The remaining 47 responses were due to alarms caused by mechanical/electrical fault, smells or odors, water or human error.

ISU EMERGENCY ALERT

ISU Emergency alert is an emergency notification system that is designed to contact the University community in the event a campus emergency. Everyone is encouraged to register for ISU Emergency Alert to increase the likelihood of receiving 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, social media and the Illinois State University Home Page.

FUTURE RESIDENCE HALL FIRE SAFETY ENHANCEMENTS

University Housing and Environmental Health and Safety Officials review fire safety policies and equipment on an ongoing basis. While for Fiscal year 2020 there are no specific plans for future improvements or enhancements, Housing and Safety Officials will continue to maintain, and upgrade fire safety systems and equipment as needed.

ADDITIONAL CONTACTS

In the event an actual fire occurs on campus, notification starts with activation of a fire alarm and/or a call to 911 from any campus phone. In response to a building fire on campus, the Town of Normal Fire Department will be dispatched along with multiple departments within ISU. These departments include but are not limited to: University Police and Environmental Health and Safety. Contacts for departments and individuals within these departments are listed below:

Emergency from any campus phone

911

Environmental Health and Safety	309-438-8325
Director Environmental Health and Safety	309-438-8297
Campus Fire Safety Program Manager	309-438-5162
ISU Police Non-emergency	309-438-8631
University Switchboard	309-438-2111
TTD/TTY	309-438-8266

Other key departments (along with contact information) which may also respond to a fire dependent upon the building type and occupancy, are listed below. Below is a listing of other departments that may also respond in the case of a fire:

Director of University Housing Services	309-438-2711
Associate Dir., Residential Life, Halls	309-438-5967
Associate Dir., Residential Life, Apartments	309-438-3002
Associate Vice President of Facilities Management, Planning and Operations	309-438-2085
Director of Facilities Management	309-438-7480
Assistant Director of Facilities Management- Heating Plant Operations	309-438-2083
Assistant Director of Facilities Management- Building Maintenance Operations	309-438-5226
Assistant Director of Facilities Management- Campus Services Operations	309-438-3779

Note: Where indicated () policies and procedures updated 9/2019