

2017

# Annual Fire Safety Report



Environmental Health and Safety

Illinois State University

9/20/2018

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# 1. 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/>

# 2. 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:

- 2.1. 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.
- 2.2. Conducting periodic review and update of fire prevention policies.
- 2.3. Conducting regularly scheduled announced and unannounced fire drills in the residence halls to test response procedures and readiness of staff and occupants.
- 2.4. Promoting fire safety awareness for employees and students by conducting regularly scheduled drills and refresher training on fire prevention and emergency evacuation procedures.
- 2.5. Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) regulations.
- 2.6. Performing plan reviews and code consultation related to current capital improvement and remodeling projects.
- 2.7. 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.

## 3. POLICIES

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:

### 3.1. SAFETY POLICIES

#### 3.1.1. ELECTRICAL APPLIANCES

The University prohibits possession and/or usage of all electrical appliances with the exception of the following items, only:

- Hair apparatus, mirrors, shavers, irons\*
- Single serving coffee makers (i.e. Keurig's)
- \*Irons 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.
- 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
- Hover boards
- Lighted wall/window signs
- Multi-colored floor lamps
- Lava lamps
- Water boilers
- Oil popcorn poppers

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.

#### 3.1.2. 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. This includes use of vaporizer pens and other electronic cigarettes. The [Smoke and Tobacco Free Campus map](#) available at 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](#).

### 3.1.3.OPEN FLAME

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

### 3.1.4.FIRE ALARMS\*

Residence Halls are monitored 24/7 by a fire alarm system that provides supervisory notification to the Illinois State University Police Department. Residents and their guests are required to evacuate the building in accordance with the building's fire evacuation plan any time a fire alarm activates. Failure to abide by this directive will result in disciplinary sanctions. The penalties for setting off a false fire alarm are severe.

### 3.1.5. FIRE SUPPRESSION SYSTEMS

Every student room is equipped with a fire sprinkler as part of the building fire suppression system. The following actions are specifically prohibited: obstructing sprinklers in any way or direction, hanging any objects from sprinkler heads, or tampering with sprinkler heads.

Any damage to the sprinkler heads or water damage that is caused from the actions of 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.

### 3.1.6.TAMPERING WITH 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.

### 3.1.7.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.

### 3.1.8.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 (e.g. 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.

### 3.1.9. 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.

### 3.1.10. 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.

### 3.1.11. 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.

### 3.1.12. 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.

## 3.2. EMERGENCY NOTIFICATION

How to report an emergency:

<b>Call any of the following authorities to report an emergency</b>	
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: <a href="mailto:isupolice@illinoisstate.edu">isupolice@illinoisstate.edu</a> 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: <a href="http://security.illinoisstate.edu/report/crime_reporting/">http://security.illinoisstate.edu/report/crime_reporting/</a>

## 3.3. FIRE 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>.

### 3.4. 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 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>.

## 4. 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.

## 5. 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.

## 6. 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 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 that have been decommissioned									

## 7. 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 2015 - 2017. 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 2015

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

### Year 2016

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
700 Gregory	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	1	0

### Year 2017

Address	Building	Response Date	Cause/ Actual Problem	Dollar Loss	Reporting Class	Injuries/ Deaths
182 N. Adelaide	Wilkins Hall	05/07/2017 6:06 p.m.	Trash Chute Fire	\$200.00	Fire	0
Year Totals				\$200.00	1	0

### ***Report at a glance:***

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, water, or human error. There were also three malicious activations.

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 residences 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.

## 8. 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/](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.

## 9. FUTURE RESIDENCE HALL FIRE SAFETY ENHANCEMENTS

For Fiscal year 2019 University Housing will be continuing fire alarm system upgrades throughout Watterson South Tower and the Center Core. This will include replacement of detection and notification devices in student rooms and public areas. University Housing is also planning on replacement of handrails throughout Watterson North and South Towers to meet current day Life Safety requirements.

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

## 10. ADDITIONAL CONTACTS

In the event an actual fire occurs on campus, notification starts with a call to 911 from any campus phone. In response to a fire in a building, multiple departments will respond to the scene including but not limited to: Normal Fire Department, 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	309-438-8292
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:

Associate Vice President of Facilities Management	309-438-2711
Associate Dir., Residential Life, Halls	309-438-5970
Associate Dir., Residential Life, Apartments	309-438-8891

Director of Facilities Management	309-438-5611
Associate Director of Facilities Management	309-438-3972
Associate Director of Facilities Management	309-438-7480
Superintendent of Building Maintenance	309-438-5226
Director, Office of Energy Management	309-438-5141