



**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
HIGHER EDUCATION OPPORTUNITY ACT (HEOA)
2011 CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT
(Reporting of 2010 Statistics)**

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 the report reflect the provisions outlined in the campus fire safety program and include: 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 proposed plans for future improvements to the university housing campus fire safety program. The annual fire safety report summarizes the elements of the campus fire safety program which is administered and maintained by University Housing and Emergency Management 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 Southern Illinois University Edwardsville (SIUE), and the institution state of readiness to detect and respond appropriately to fire related emergencies. This report can be viewed online at <http://www.siue.edu/emergencymanagement> . Hard copies of the report may be obtained upon (a 24- hour) request to: Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, Campus Box 1158, Edwardsville IL 62026-1158 (Phone: 618/650-2536).

Program Objectives

It is the protocol of SIUE, through observation and review of incidents, to establish practices promoting safe conditions for faculty, staff, students and visitors free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and the appropriate actions before such conditions result in a fire emergency. This goal is accomplished by:

- Providing training at the beginning of the school year for all Resident Assistants.
- Conducting periodic review and update of fire prevention policies.
- Conducting regularly scheduled fire drills in university housing facilities to test response procedures and readiness of staff and occupants.
- Promoting fire safety awareness for employees and students by conducting regularly scheduled training programs on fire prevention and emergency evacuation procedures.
- Inspecting, testing, and maintaining fire protective systems in accordance with National Fire Prevention Association (NFPA) standards.
- Performing plan reviews and code consultation of capital improvement and remodeling projects.

- Mitigating fire hazards in response to regularly scheduled fire safety inspections performed by the Office of the State Fire Marshall (OSFM), the University's property insurance loss control consultant, and fire protection professionals.

FIRE PREVENTION POLICIES AND PROCEDURES

Fire prevention policies and procedures have been developed and implemented in an effort to help accomplish the program objectives. A summary of these policies is highlighted below:

Appliances and Cooking

Bluff, Prairie, and Woodland Halls

Cooking in student rooms is extremely dangerous and is not permitted. Residents who violate this policy are subject to charges and disciplinary action. Food should be prepared in the kitchenette in each wing and facility should be cleaned immediately following preparation. Please use the microwave and sink for food preparations only. If food is stored in your room, it should be kept in sealed containers.

Microwaves and any appliances with exposed heating elements are not allowed in Bluff, Prairie, and Woodland Halls. The only exception is a coffee pot. Refrigerators are limited to those 5.0 cu. ft. or less. No other large appliances are allowed.

Cougar Village and Evergreen Hall

Residents must practice caution when cooking. Any item on the stove or in the oven should be monitored at all times. Due to potential fire hazard, aluminum foil should not be used to cover stove drip pans or the bottom of ovens.

Cooking in Evergreen Hall should take place in the designated kitchen area of each unit. Do not use cooking appliances of any kind in the bedrooms. Those residents in suites and other interested residents have access to cooking facilities in community kitchens located throughout the building.

The use of additional freezers, full size refrigerators, washers, dryers, dishwashers, or stoves is not permitted.

Barbecue Grills

Barbecue grills can become a cause for fire/smoke damage and therefore the following policies have been set regarding their use:

- No gas grills are permitted in university housing.
- No barbecue grills are permitted inside any housing facilities.
- No barbecue grills may be stored or used on the balconies of Cougar Village.
- Barbecue grills may be used 15 feet from the buildings.

- At Cougar Village, grills may be stored next to the buildings when they are cool; however, they should not be stored between the air conditioning units and the buildings.
- Personal grills should not be secured to buildings or any part of the air conditioning systems.
- Coals should be disposed of in trash dumpsters when cool enough. They should not be dumped on grass or dirt areas.

Candles/Open Flames

Open flames such as those from candles and incense are extremely dangerous and not permitted in any University Housing living units. Candles are allowed for decorating purposes as long as the wick has been removed. Burnt candles and candles with wicks intact will be confiscated by Housing staff.

Holiday Decorating Safety Regulations

Only artificial Christmas trees shall be permitted in living units. No lights may be used on aluminum trees since vibrations cut through the wiring insulation and cause the tree to become completely electrified.

No lights are permitted around the outside of doors, windows, or balconies/patios, as the power line passing through the door or window frame to an outlet could short the power.

All decorations used on the inside of University Housing building must be flameproof or made from material that is flame retardant.

“Christmas Snow” or any decorations such as this may not be used on University property. This includes windows, doors, walls, brick, and siding. This type of decoration has a tendency to be hard to remove and does not come off completely, leaving a stain.

Electrical Appliances

A reasonable number of electrical appliances may be used if they are electrically safe and do not have exposed wires or heating elements. The wiring in Bluff, Prairie, and Woodland Halls is not able to handle high-wattage appliances such as hot plates, broilers, skillets, woks, air conditioners, microwaves, toaster ovens and the like. The only exception is a coffee pot. Cooking in Bluff and Prairie and Woodland Hall rooms, and bedrooms of Evergreen Hall, is not permitted. Halogen lamps are not permitted in any University Housing living unit. If an extension cord is used it should only have one appliance attached to it. Cords should not be used for refrigerators or appliances over 100 watts. No electric cords are allowed through doorways or windows.

Overloading Outlets

All living units are wired to provide ample outlets in each room. Overloading outlets with multiple plug connectors or extension cords is very dangerous. If this happens, circuits may become overloaded, cause the wires to melt, and possibly start a fire. Cougar Village and Evergreen Hall kitchens and bathrooms, and Bluff, Prairie, and Woodland Hall bathrooms have ground fault circuit interrupter outlets. These devices are designed to protect against hazardous electrical shocks that can happen when one touches an appliance or cord that is “live” through a faulty mechanism, or damp worn insulation. The circuit interrupt cuts the electricity to that outlet to protect against serious electrical injury.

Fire Safety Equipment

Tampering with fire equipment is a violation of the SIUE Student Code of Conduct as well as state and federal law. People found guilty of tampering with fire equipment (alarms, hoses, extinguishers, smoke detectors, sprinklers, door closures, emergency exits, fire alarm pull stations, etc.) for other than actual emergency situation or intentionally setting false fire alarms face a jail sentence, fines up to \$10,000, and expulsion from the University.

Burning any substance or setting fires in housing facilities, including fliers or other posted material, will result in criminal prosecution. Housing staff will enter your living unit during safety inspections and some breaks to check door closures and smoke detectors for proper working order. Should these items be found missing, inoperative, or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the appropriate living unit. If the smoke detector is not working or fire extinguisher needs to be recharged, residents should report it to University Housing Facilities Management.

Firearms, Weapons, and Combustibles

Firearms, ammunition, BB guns, stun guns, air guns, pellet guns, paint guns, firecrackers, bows and arrows, knives more than 3” long, martial arts weapons, and gasoline (or other combustible items) are not permitted in University Housing. State law requires that students, faculty, and staff must be granted written permission from the chief security officer on campus before bringing firearms, weapons, and ammunition to University properties. Any firearms, weapons, and/or ammunition must be stored with the SIUE Police Department on campus. The SIUE Police Department provides twenty-four hour accessibility.

Halogen Lamps

Due to fire safety hazards, halogen lamps (including desk lamps and free standing lamps) are not allowed in University Housing living units.

Items Left Outside of Storage Closets and in Hallways/Breezeways

Bicycles and other personal property left outside or improperly stored in the storage closets on the Cougar Village 500 side, in any hallway, breezeway or stairwell will be removed without notice and held for two weeks by University Housing Facilities Management. These items present a fire hazard in the storage areas due to electrical equipment housed there and the safety hazard in hallways, breezeways, and stairwells. If items are reclaimed a \$25 charge will be issued at the time of reclamation. Abandoned property will be donated to charity.

Occupancy Limits

These limits have been defined for safety of residents. Exceeding the capacity may result in structural damage to floors, ceilings, and balconies. The cost of repairs will be the responsibility of the resident.

Bluff, Prairie, and Woodland Halls - a maximum of 9 persons may occupy a room at any time.

Evergreen Hall - A maximum of 4 times the number of residents who live in the unit may occupy the unit at any time.

Cougar Village – A maximum of 20 persons may occupy a first floor apartment, a maximum of 11 persons may occupy a second floor apartment, and a maximum of 5 persons may occupy a balcony.

Eco House – A maximum of 30 people may occupy the house.

Safety Inspections

A safety inspection is conducted in every living unit each term. The purpose of this inspection is to check for conditions relative to standards required by the University for the safety of the residents. Residents are expected to follow the procedures listed below in order to ensure that their living units pass the safety inspection. Violations of University Housing guidelines will be noted.

Residents will receive advance notice from their Community Director informing them of the date when the safety inspection will take place, as well as preparation guidelines for the inspection.

In Cougar Village, a cleaning inspection will be performed by the Resident Assistants prior to the safety inspection in order to aid residents in correcting possible safety deficiencies. NOTE: This inspection is not the safety inspection – only a preliminary check by your Resident Assistant.

Cleaning and safety inspections for the residence halls are held at the same time. If you have questions regarding this procedure you may contact Resident Assistant.

Smoking

Smoking is a privilege, not a right. In compliance with Illinois State law, smoking is prohibited in any area of University Housing and within 15 feet of building entrances, windows, or ventilation intakes, including the apartments at Cougar Village. Persons who smoke outside of their buildings are responsible for proper disposal of cigarette butts. Cigarettes should not be disposed of on the ground.

FIRE SAFETY EDUCATION AND TRAINING INITIATIVES

University Housing staff, including professional staff, residence hall assistants and front desk staffs receive fire safety training prior to the start of every fall semester. Topics include a review of the fire prevention policies and weather safety, followed by emergency evacuation policies and procedures.

In addition, per NFPA, emergency evacuation maps are displayed throughout the buildings to direct occupants to primary and secondary exits. One fire drill per residence hall is conducted each fall in coordination with University Housing and University Police. Participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action.

Fire Safety Video and Fire and Electrical Safety Guide are posted on the University Housing website at www.siu.edu/housing/misc/fire_safety.shtml.

OVERVIEW OF FIRE PROTECTIVE FEATURES IN UNIVERSITY HOUSING

All residence halls are equipped with fire alarms and sprinklers. In the event of a general building fire alarm in a residence hall, a full building alarm will sound, a signal will be sent to Southern Illinois University Police Department via network connection and telephone line backup, and the fire alarm panel located by the front desk will indicate where an alarm has been activated. In addition to the network signal, the front desk manager is responsible for contacting University Police to inform them of the situation.

At Prairie, Bluff and Evergreen Halls, the fire alarm panel also monitors the single station (individual) room smoke detectors. In the event of an alarm from one of these detectors, the fire panel at the front desk will blink with a red light indicating a smoke alarm has been tripped. No general building fire alarm will sound in the building.

Woodland Hall does not have single station alarm room smoke detectors. If a room smoke detector goes off, it will sound only in the room.

In Evergreen Hall, the entire building will go into full building alarm if more than one smoke head in a unit is triggered or a public space head is triggered.

In Cougar Village buildings, the complex is monitored by a supervised fire alarm system located in the University Police Department with remote enunciator panels located in each apartment building. Smoke detectors in Cougar Village apartments have a light that will illuminate when the

signal is in alarm. When the alarm is activated, an audible sound will occur in the hallway, breezeway, and/or living unit.

Fire extinguishers are located in each Cougar Village apartment, in building hallways, and in the Bluff, Prairie, Woodland, and Evergreen Hall hallways.

The smoke detectors in Woodland Hall have an alarm horn and a red light. The light should be on at all times. This indicates that it is in working order. At Prairie, Bluff, and Evergreen Halls the light blinks and it is green to indicate that it is working properly.

University Housing Facilities Management works to ensure that all fire protection equipment in University Housing is tested, inspected, and maintained in accordance with applicable NFPA standards.

IF A FIRE OCCURS IN UNIVERSITY HOUSING

The fire alarm response procedure is initiated by University Housing staff with support from first responders (i.e. SIUE Police and the Edwardsville Fire Department). Other departments including University Housing Facilities Management, University Physical Plant, and University Risk Management may also provide support in the investigative, restoration, and clean-up efforts. Fire alarm systems notify building occupants of a potential fire, thus initiating a building evacuation sequence. As conveyed during fire drills and in the University Housing Living Guide, building occupants are directed to the nearest building exit upon activation of the fire alarm system. Use of elevators is strictly prohibited and is controlled by the fire department to assist in fire fighting and rescue efforts. Building occupants cannot re-enter the building until either University Police or the fire department indicates that it is safe to do so. After every fire alarm activation, the Community Director on duty is responsible for proper re-entry into the building.

A policy to maintain an active list of the occupants who may be permanently or temporarily disabled is kept on file in each building and also at University Police. The fire department will have access to this list when responding to a fire alarm activation so that they can better prepare and strategize the potential rescue of physically disabled occupants.

Emergency evacuation procedures for students and employees inhabiting other campus buildings can be found at the Emergency Management and Safety website and on SIUE's emergency guides. The emergency guides are posted in classrooms across campus.

FIRE SAFETY STATISTICS

The data presented in the following table summarizes the reported fires that occurred in housing facilities from January through December 2010. Please note that the housing facilities presented in the following tables are only University owned property and part of Southern Illinois University Edwardsville. Off campus housing, including rooming houses, private residence halls, and off campus fraternities and sororities are not owned and operated by Southern Illinois University Edwardsville and, therefore, fire statistics for off campus housing is not included in this report.

Summary of 2010 Fire Safety Statistics

<u>Univ. Housing Facility</u>	<u>Number of Fires</u>	<u>Causes</u>	<u>Injuries</u>	<u>Fatalities</u>	<u>Value of Property Damages</u>
Woodland Hall	0	0	0	0	0
Prairie Hall	1	Cigarette fire in trash can	0	0	\$371.00
Bluff Hall	0	0	0	0	0
Evergreen Hall	0	0	0	0	0
Cougar Village	2	Cooking	0	0	\$1,350.00
Alpha/ECO House	0	0	0	0	0

FUTURE IMPROVEMENTS IN UNIVERSITY HOUSING SAFETY PROGRAM

In Cougar Village two projects have been started and will be completed. They will add additional fire insulation between floors and install door closure devices on the doors of the 400 side.

CONTACT INFORMATION

EMERGENCY AT ANY CAMPUS LOCATION....911

General Numbers

University Housing Facilities Management	618/650-2070
Director of University Housing	618/650-4628
Emergency Management and Safety	618/650-3584
SIUE Police – Non-emergency	618/650-3324

Students and employees should report a fire to the Police Dispatcher at University Police.