

# CHICAGO STATE UNIVERSITY ANNUAL FIRE SAFETY REPORT REPORTING YEAR: 2017

As required by the Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, the Chicago State University Annual Fire Safety Report is available on the CSU Police Department website. Individuals can request a copy of this report by submitting a written request to Joseph Simonetti, Chicago State University, 9501 South King Drive, Physical Plant Building, Suite 200, Chicago, Illinois 60628-1598.

### In the event of a fire:

- Activate a fire alarm by pulling the lever on an alarm box.
- Alert people in the immediate area of the fire and evacuate the area.
- Confine the fire by closing doors and windows as you leave the room.
- Call ext. **2111** or use an emergency phone to report the location and size of the fire.
- Always call from a safe location.
- Evacuate the building. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Assist the disabled in exiting the building.
- Toxic smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside.

**If you have been trained and it is safe to do so**, you can attempt to put out a fire with the fire extinguisher. Attempt to extinguish only small fires and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher, you must evacuate the area.



1. CSU Residence Hall is a fully equipped sprinkler building, with audible horns, visual strobes and sprinklers in each resident room. The Fire Alarm System is on a monitoring service, which in the event of an alarm will notify the Chicago Fire Department and the Chicago State University Police. In addition, there is a direct fire monitoring connection between CSU Police Dispatch and Residence Hall. Continuous powered smoke and heat detectors are located in each room. The building has lighted exits signs posted and every wing has a fire extinguisher. Every room door has an Emergency Evacuation Map displaying egress routes in case of fire.
2. The number of Fire Drills conducted during the reporting year was two (2).
3. Below is the CSU Residence Hall policy regarding portable appliances, smoking and open flames:

**Appliances:** All appliances must be plugged into a wall outlet or a power strip containing 15 amps or less with a circuit breaker. Cube adapters and extension cords are prohibited. Any cooking in student rooms is prohibited. The following electrical appliances must have an approved Underwriters Laboratory (UL) Seal:

**Acceptable appliances allowed in student rooms**

- Surge Protectors, Clocks
- Hair Dryers, Computers
- Curling Irons, Shavers
- Fans, Desk Lamps
- Stereo Equipment, Refrigerator (1 per room)
- Radio and Television, Microwave (1 per room)

**Unacceptable Appliances in student rooms**

- Air Conditioners, Ceiling Fans
- Deep Fryers, Toaster Ovens
- Broiler Ovens, Sun/Heat Lamps
- Hot Plates, Crock Pots
- Potpourri Burner, Open Coiled Heating Devices
- Halogen Lamp (of any kind)
- **Candles/Incense:** The burning of candles, incense, or other open flame is prohibited in the Residence Hall.

**Smoking: Chicago State University provides and maintains a healthy and safe working and living environment for students, faculty, staff and visitors.** In accordance with the Smoke-Free Campus Act, which prohibits smoking on all Illinois state-supported higher education institutions, including public universities and community college campuses, effective July 1, 2015, Chicago State University is a smoke-free campus.

A smoke-free campus can make an enormous impact on the life-long health of students, faculty, and staff that live, learn, and work at CSU. Experience shows that 100 percent smoke-free policies effectively reduce tobacco use by preventing initiation and making it easier for smokers to quit. Smoke-free college campus policies specifically decrease smoking rates and positive attitudes toward tobacco use.

4. In the event of a fire, everyone will evacuate from the Residence Hall building. Everyone is to leave via the nearest exit, moving at least 500 feet away from the building. Once the residents have evacuated from the building, students and staff are to safely proceed to the Cordell Reed Student Union Building, where Resident Assistants will conduct an accountability check (identifying all residents exited the building and ensuring each arrived at the Student Union Building checkpoint.)
5. Fire safety education and training is provided to the Resident and Community Assistants at the beginning of the fall and spring semesters. The training is conducted by the Life Safety Officer and involves fire extinguisher training and a lecture on Fire Protection and Prevention. In case of fire the students and employees should follow this procedure:
  - A. Activate the fire alarm system by pulling on the nearest alarm pull station
  - B. Evacuate the building (moving 500ft. away) while yelling fire as you exit
  - C. Call the CSU emergency response number (773) 995-2111
6. The following are to be notified that a fire has occurred:
  - A. CSU Police Department - (773) 995-2111
  - B. CSU Director of Physical Facilities - (773) 995-2140
7. CSU has adopted the National Incident Management System (NIMS) for all of its emergency and non-emergency events and has required that all Officers and Senior Administration staff complete the NIMS training.
8. Fire Statistics for the last three calendar years are as follows:
  - A. 2017 – No Fires were reported in Residence Hall
  - B. 2016 – No Fires were reported in Residence Hall
  - C. 2015 – No Fires were reported in Residence Hall