

Illinois State University Fire & Electrical Safety Guide



ILLINOIS STATE
UNIVERSITY
Illinois' first public university

What you can do to
reduce fire hazards



Ensuring that living units are as safe as possible is everyone's responsibility. We encourage residents to be familiar with the information below so that they are prepared for emergencies and can help ensure a safe community.

University Housing has upgraded fire safety standards to that required by state and federal laws and beyond.

Prepare for Emergencies

It's important to be prepared in the event of an emergency. Identify where the fire exits nearest your room are located. Read the evacuation signs and visualize and practice your escape route.

Keep Fire Doors Closed

The residence halls have many fire doors that are designed to prevent fire or smoke from spreading. Never prop or wedge these doors open. Open fire doors cannot do their job of limiting a fire, smoke, and toxic gases created by combustion from spreading.

Tampering with Fire Equipment

Tampering with fire equipment is a violation of the ISU Code of Student 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 situations or intentionally setting false fire alarms face a jail sentence, fines up to \$10,000, and expulsion from the University.

**Please report damaged fire equipment to
Facilities Management at 309-438-5656**

Smoke Detectors

Smoke detectors are located in the living room and bedrooms of each Cardinal Court (CCT) apartment and in each Residence Hall room to increase your safety.

Do not tamper with smoke alarms. They are there for your safety.

The smoke detector is designed to detect the smoke that results from an actual fire. If the smoke detector is not working, report it to Facilities Management at **309-438-5656**. Dismantling, covering, or disabling fire detection devices is prohibited and may result in the termination of your residency.

Suspect a Fire?

If you see a fire, smell smoke, or are otherwise made aware of a fire in a building, go to the nearest fire alarm pull-station and activate the alarm. Evacuate the building and proceed to a safe location away from the building and **call 911**.

Residence Halls

In the event of a fire, Residence Hall residents should proceed in the following manner:

- 1.** Call University Police at 911 and immediately notify University Housing staff and other residents of the building or floor of the location of the fire.
- 2.** When the alarm is given, all residents, except fire crews and others with specific assignments, must leave the building immediately. Every alarm must be treated as an emergency.
- 3.** Evacuate using the stairwells closest to the area you are in. Evacuation maps are on the back of each student's room door.
- 4.** Persons leaving the building for evacuation purposes should take an I.D., jacket, and shoes with them. They should not try to take any other personal items.
- 5.** The drives in front of the Residence Halls are non-parking areas designated for EMERGENCY VEHICLES ONLY. The fire department may use force to remove unattended vehicles blocking the way of the emergency vehicles.
- 6.** When fire, police, or safety personnel arrive on the scene, they are automatically in charge of the situation. Once safe hall Staff will give the ALL CLEAR to re-enter the building.

Blocked by Smoke or Fire?

If you cannot evacuate safely because of smoke or fire blocking your way, stay in your room, close the door, and dial 911. Let the dispatcher know where you are. A rolled up towel at the base of the door can help prevent smoke from entering the room. A towel soaked in water works even better. If your phone is not functioning, hang a sheet or light colored towel out of your room's window.

Locating the Fire Extinguisher

Fire extinguishers are located in the Residence Hall hallways. These may be used in case of a fire. If a fire extinguisher is discharged or below accepted levels (needs recharging) you must report it to Facilities Management at **309-438-5656** immediately so that it may be recharged. Tampering with fire extinguishers or other safety equipment is prohibited. Depleting the safety device can leave residents defenseless in the event of a fire. Residents responsible for destructive use of an extinguisher will be charged the cost of recharging or replacing equipment and will be subject to disciplinary procedures.

Fire Safety Summary

1. If you hear an alarm, evacuate the building immediately.
2. If you suspect a fire, sound the alarm, evacuate, and call 911.
3. If smoke or fire prevents your evacuation, stay in the room and call 911.
4. Report all damaged/vandalized fire safety equipment to Facilities Management at **309-438-5656**.

Prohibited Items in Resident Rooms

All of the items listed below have resulted in incidents of significant safety hazards, fire, or life-threatening situations at ISU or at other campuses in the U.S. Consequently, possession of any of these items in a living unit is considered a **serious breach of your Housing contract**.

The following are prohibited in the living units at all times:

- Full-sized refrigerators (*RH*)
- Firearms or explosive devices
- Candles with wicks intact
- Incense
- Ceiling fans
- Coffee pots
- Kettle's
- Air fryers
- Wax warmers
- Cooking appliances with open elements (*i.e.- hot plates, toasters, toaster ovens, Foreman Grills*) (*RH*)
- Halogen lamps
- Single and multiple use extension cords (*must be U.L.-approved outlet strip with fuse or breaker*)
- Microwaves (*RH only - one is provided on each floor*)
- Hoverboards & Electric Scooters

RH - Residence Halls

**Any appliance with an exposed heating element*

Electrical Safety

Overloading Outlets

All living units are wired to provide ample outlets in each room. Overloading outlets with multiple plug connectors or extensions cords is very dangerous. If this happens, circuits may become overloaded, cause the wires to melt, and possibly start a fire. Kitchens and 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 interrupter cuts the electricity to that outlet to protect against serious electrical injury.

Exercise care in not using too many appliances at the same time; overloaded circuits may result in loss of power in your living unit and increase the risk of fire hazards.

Check that power strips you use in the room are rated to handle the kind of equipment you will be using. Use only UL-approved multiple plug powerstrips with integrated (built-in) ground fault circuit breakers.

Do not alter prongs of polarized plugs to make them fit an outlet. Don't overload electrical outlets or use extension cords. Specifically, do not daisy chain (string together) cords, connectors, and plugs. If a wall socket or power strip is warm to the touch it is overloaded.

Do not run appliance cords under carpeting, rugs, or furniture, where they can be walked on or pinched. Heat can build up and start a fire. In addition, the wires can become frayed and exposed, which can also result in a fire.

Never cover lamps or sprinklers with clothing, paper, drapes, or other things that can burn.

Important Telephone Numbers

Emergency: 911

Non-Emergency ISUPD: **309-438-8631**

Facilities Management: **309-438-5656**



**UNIVERSITY
HOUSING SERVICES**
Illinois State University