



**Benedictine  
University®**

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## **Lisle Campus**

# **Annual Fire Safety Report on Student Housing**

**Calendar Year Jan. 1 – Dec. 31, 2014**

## **Table of Contents**

<b>Procedures for Preparing and Distributing the Annual Fire Safety Report .....</b>	<b>3</b>
<b>Distribution and Notification of Annual Fire Safety Report .....</b>	<b>3</b>
<b>Annual Security Report .....</b>	<b>4</b>
<b>Fire Log.....</b>	<b>4</b>
<b>Residence Life – Safety Brochure .....</b>	<b>4</b>
<b>On Campus Student Housing Fire Safety Systems.....</b>	<b>4</b>
<b>On Campus Student Housing Facility Addresses .....</b>	<b>4</b>
<b>Number of Fire Drills Held During Calendar Year 2014.....</b>	<b>4</b>
<b>Policy on Portable Electrical Appliances, Smoking and Open Flames.....</b>	<b>5</b>
<b>Procedure for Student Housing Evacuation in the Case of a Fire .....</b>	<b>5</b>
<b>Evacuation Assembly Areas for Campus Buildings .....</b>	<b>6</b>
<b>Evacuation of Mobility Restricted and Mobility Impaired .....</b>	<b>7</b>
<b>Campus Evacuation.....</b>	<b>7</b>
<b>Policy on Fire Safety Education and Training Programs for Students and Employees .....</b>	<b>8</b>
<b>Future Improvements in Fire Safety.....</b>	<b>8</b>
<b>Definitions .....</b>	<b>9</b>
<b>Statistics and Related Information Regarding Fires in Residential Facilities .....</b>	<b>10</b>

## **Benedictine University - Lisle Campus Annual Fire Safety Report on Student Housing Calendar Year Jan. 1 – Dec. 31, 2014**

The Annual Fire Safety Report is required by (HEOA of 2008) for any Title IV institution that maintains an on campus student housing facility). Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

### **Procedures for Preparing and Distributing the Annual Fire Safety Report**

Benedictine University Police Department collects fire statistics, composes the Annual Fire Safety Report and maintains a log of fire statistics. The Annual Fire Safety Report is published annually by October 1st and contains three years of fire statistics in accordance with (HEOA). This is the 2014 Annual Fire Safety Report which contains the statistics for calendar years 2011-2013.

### **Distribution and Notification of Annual Fire Safety Report**

**Annually by October 1**, an e-mail notification is sent to all current students, faculty, and staff providing the website <http://www.ben.edu/police/index.cfm> to access to this report. Upon request:

- A written paper copy of the report is also available at the University Police Department (5720 College Road, Lisle, IL 60532); or
- By calling the nonemergency telephone number, (630) 829-6122.

**Newly enrolled students** receive written notification providing the website <http://www.ben.edu/police/index.cfm> to access this report.

- Notification will be provided to newly enrolled students in their Admitted Students Packet and their New Student Advising Handbook.
- A link to the report is also available at The New Student Advising Center web page at [http://www.ben.edu/future\\_students/freshmen/NSAC/index.cfm](http://www.ben.edu/future_students/freshmen/NSAC/index.cfm). and the Office of Admissions webpage at <http://www.ben.edu/admissions/>
- A link has been added on all of our Admissions and Advising websites for students enrolled in the traditional undergraduate programs (both for freshmen and transfer), Lisle Graduate programs, Lisle Adult Accelerated Undergraduate Programs.

#### **Upon request, prospective students and employees:**

- May obtain a written paper copy of the report at the University Police Department at 5720 College Road, Lisle, IL 60532; or
- By calling the nonemergency telephone number (630) 829-6122; or
- By visiting Benedictine's University's web site at: <http://www.ben.edu/police/index.cfm> or <http://www.ben.edu/about/consumerinfo.cfm>

**Prospective employees** are notified about this report via Benedictine University's Personnel Resources jobs website at: <http://www.ben.edu/personnel-resources/index.cfm> or <http://www.ben.edu/personnel-resources/employment-opportunities.cfm>

**New employees** are provided a document containing a link to <http://www.ben.edu/police/index.cfm> in their new hire training materials during new hire orientation. Each new employee certifies that they have knowledge as to where the Annual Fire Safety Report is located.

**Prospective students and parents of students** can also read about and reference Clery Act information on the Office of Admissions webpage at <http://www.ben.edu/admissions/>, <http://www.ben.edu/police/index.cfm> and <http://www.ben.edu/about/consumerinfo.cfm>

**Current Employees** receive notification of the Annual Security Report and Annual Fire Safety Report weekly via email in the Benedictine University Campus Notebook and the monthly in the Police Newsletter.

### **Annual Security Report**

Benedictine University - Lisle Campus has a separate Annual Security Report for Calendar Year 2014, which may be viewed at: <http://www.ben.edu/police/>.

### **Fire Log:**

- A fire log is maintained at the University Police Emergency Dispatch Center and is accessible to the public onsite at the Parking Garage in Room 122 at 5720 College Road, Lisle, IL 60532; or
- A request can be made by calling the nonemergency telephone number (630) 829-6122; or
- A written request can be sent to Benedictine University Police at 5720 College Road, Lisle, IL 60532.

### **Residence Life - Safety Brochure**

Benedictine University provides its students with a brochure titled [Residence Life - Safety Brochure](#) detailing fire safety tips, which also are addressed in this Report.

### **On-campus Student Housing Fire Safety Systems**

The on-campus student housing facilities are Jaeger Hall, Neuzil Hall, Ondrak Hall, and Founders' Woods apartments (which consists of Thomas Hall, Valentine Hall, Becker Hall, Anderson Hall, Kucera Hall and Roman Hall). All of these student housing facilities are equipped with modern, interior fire alarm systems with horns and strobe lights, which are monitored 24 hours per day, 7 days per week. All housing facilities are equipped with automatic full sprinkler and smoke detection systems, fire extinguishers, and evacuation placards. These systems are tested at least once per year.

### **On-campus Student Housing Facility Addresses**

<b>Facility</b>	<b>Address</b>
Jaeger Hall	5540 College Road
Neuzil Hall	5540 College Road
Ondrak Hall	5710 College Road
Thomas Hall	5660 College Road
Valentine Hall	5640 College Road
Becker Hall	5610 College Road
Anderson Hall	5630 College Road
Kucera Hall	5640 College Road
Roman Hall	5620 College Road

### **Number of Fire Drills Held During Calendar Year 2014**

During calendar year 2014, one fire drill was conducted at each on-campus student housing facility.

## Policy on Portable Electrical Appliances, Smoking and Open Flames

**Portable Electrical Appliances** - The following items are not allowed: space heaters, cooking appliances with heating elements, toaster ovens, outside antennas or satellite dishes. Halogen lamps are not permitted in Founders' Woods apartments due to the high risk of room fires.

**Smoking** - Illinois law prohibits smoking in virtually all public places and workplaces, which includes educational institutions and their properties. This includes all residence halls and the Founders Woods' apartment complex. Smoking also is prohibited on balconies, as required by state law. Smoking is permitted if you are at least 15 feet away from any building, with the understanding that cigarette butts must be properly disposed of. If a resident is observed smoking within 15 feet of a prohibited area, including public balconies of the Founders' Woods apartments, a warning will be first issued. From that point the student will be charged \$75 for each subsequent occurrence. If the violator is not a student, then the resident responsible for them will be fined.

**Open Flames** – The following items are not allowed: incense and candles.

## Procedure for Student Housing Evacuation in the Case of a Fire

Should you discover a fire, remember **RACE**:

- **R**emove anyone from immediate danger.
- **A**ctivate the fire alarm system by pulling the nearest fire alarm pull station, then call 911 and then the University Police at ext. 6666.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

All buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions. However many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated, take the following actions:

- Evacuate IMMEDIATELY in a calm, orderly manner closing all office and classroom doors.
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- After evacuating the building, proceed to the preliminary designated assembly area for that particular building. Supervisors, faculty and resident assistants will take a head count at the evacuation area and notify the University Police if anyone is unaccounted for. Be prepared to move to another location if the preliminary designated assembly area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire.

Remember **PASS**:

- **P**ull the pin from the fire extinguisher.
- **A**im the fire extinguisher at the base of the fire.
- **S**queeze the handles together.
- **S**weep the spray from side to side across the base of the flames

If the fire is not put out by the first fire extinguisher used, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.

## **EVACUATION**

An "EVACUATION" is a temporary and controlled rapid removal of people from a building, disaster area or campus as a rescue or precautionary measure. If the removal extends to more than a few months or becomes permanent, it is called "relocation."

It is the policy of Benedictine University to have defined procedures to protect the life and safety of students, staff and guests should there be a hazard that causes the University to decide to evacuate.

If you hear the direction to "EVACUATE" over the public address (PA) system or classroom telephones, or an administrator announces the evacuation in person, or by any other means of communication, you are to follow the procedures provided by the evacuation announcement.

### **What to do if outside during a building evacuation:**

1. Do not enter any building being evacuated.
2. Get to the Preliminary Designated Assembly Area for the building being evacuated (if you are near a building).
3. Listen for specific directions.
4. An authorized person will announce via campus PA system or bullhorn when the building is safe to reenter.

### **Evacuation Assembly Areas for Campus Buildings**

- **Rice Center** – Grassy area northeast of parking lot
- **Scholl Hall** – Grassy area northeast of Scholl Hall parking lot
- **Lownik Hall** – The north end of the Lownik Hall parking lot
- **Birck Hall** – The far south end of the Kindlon Hall parking lot or the Jaeger Quad, the grassy area in front of Jaeger Hall
- **Kindlon Hall** – The far south end of the Kindlon Hall parking lot or the Jaeger Quad, the grassy area in front of Jaeger Hall
- **Krasa Center** – The far west end of the Krasa Center parking lot
- **Ondrak Hall** – The south end of the Kindlon Hall parking lot
- **Jaeger Hall** – The Jaeger Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building)
- **Neuzil Hall** – The north end of the parking lot near the Rice Center
- **Founders' Woods** – The west end of the Krasa Center parking lot
- **Sports Complex** – South Entrance – the far south end of the Krasa Center parking lot
- East Entrance – the Rice Center parking lot

- **Coal Ben** – Grassy area east of building entrance (be prepared to move to another location if this area is deemed to be too close to the building)
- **Parking Garage** – Grassy area north of garage entrance
- **Power House** – Grassy area east of building entrance if exiting from 2<sup>nd</sup> floor south stairwell. If exiting from the west side of building proceed to the far west end of the Krasa Center parking lot
- **Grounds Garage** – The far west end of the Krasa Center parking lot
- **Neff Welcome Center** – The north end of the Lownik Hall parking lot

## **Evacuation of the Mobility Restricted and Mobility Impaired**

### **Mobility Restricted Individuals**

Mobility restricted individuals are those with disabilities which might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

### **Mobility Impaired Individuals**

Mobility impaired individuals are those with disabilities which require the use of wheelchairs or other mobility devices. To assist those individuals, proceed as follows:

1. Call the University Police at ext. 6666. Provide as much information as possible. Most importantly, provide the individual's location.
2. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
3. If the hazard becomes life-threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform the University Police of the individual's new location.

## **Campus Evacuation**

Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the Chief of University Police. In situations requiring immediate action, the Lisle Police or Fire Department also can order a local area evacuation. When evaluating possible evacuation, consideration will be given to the following:

- Specific threat - Bomb, fire, storm, earthquake, explosion, hazardous materials incident
- Context - Time of day, likelihood
- Recommendations of the public safety officials

In all cases when the decision has been made to evacuate the following basic procedures will be used.

1. The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
2. Other areas may then be evacuated, depending on the nature of the threat.

3. A gradual evacuation is preferable to a total, immediate evacuation, if possible, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.
4. In all cases, evacuees would be directed away from the vicinity of the threat.

### **Policy on Fire Safety Education and Training Programs for Students and Employees**

Fire safety education programs for all students in on-campus housing and all employees that have an association with on-campus housing are held at the beginning of each academic year and throughout the calendar year. The Office of Student Life provides a Residence Life Safety Brochure which is distributed to student residents. The University Police evaluates the effectiveness of the fire evacuation drills, and makes recommendations for improvement to University employees including the Residence Life Staff and Student Resident Assistants. If it is determined that additional training of employees is needed, the training will be coordinated by University Police.

The Lisle-Woodridge Fire Department is present during all evacuation drills. The University's Office of Emergency Preparedness, working with the University Police, conducts training sessions, which include fire extinguisher training, evacuation planning and execution, educational materials, informational displays/booths, new employee orientation, publishing and posting of the University's Emergency Response and Recovery Plan annually, investigations, and referrals regarding fire safety issues. Training of Residence Life Staff and student Resident Assistants is conducted each semester for new members. Awareness and educational programming also may be provided by the Lisle-Woodridge Fire Department. If a fire occurs, students are instructed to leave hazardous areas via the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so First Responders can determine whether all students have left the building. This information also is provided in the University's Emergency Response and Recovery Plan, which is updated and published annually.

#### **Who should students and employees notify in the event of a fire?**

- Dial 9-1-1 Lisle-Woodridge Fire Department
- Activate fire pull-station
- Dial 630-829-6666, University Police Dispatcher
- Residence Life Staff, Coordinators and/or Resident Assistants 630-829-6660
- Campus Services 630-829-6420 Dispatcher

### **Future Improvements in Fire Safety**

The University has adopted the National Incident Management System (NIMS) and continues to train students, employees and campus first responders in fire/disaster response and recovery. Installation of fire suppression systems in Neuzil and Ondrak Halls was completed in 2012, one year ahead of mandated installation. The University plans to continue student and employee training provided by the Federal Emergency Management Agency (FEMA), Illinois Terrorism Tasks Force (ITTF), Illinois Emergency Management Agency (IEMA) and the Illinois Law Enforcement Alarm System (ILEAS) by providing instruction on Campus-Community Emergency Response Training (C-CERT), and emergency/disaster response and recovery. Fire evacuation drills in residence facilities will be enhanced by utilize Resident Assistants and C-CERT trained students. Live fire extinguisher training will be added to resident student training and awareness.

**Definitions:**

**Official** - An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

**Fire** - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Log** - Contains the date the fire was reported; the nature of the fire; the date and time of the fire; and the general location of the fire.

**Public** - Any university student, employee or, any person not associated with the institution.

**Annual Fire Safety Report on Student Housing  
Benedictine University - Lisle Campus**

**2011 – 2013**

**Statistics and Related Information Regarding Fires in Residential Facilities**

<b>Residential Facilities</b>	<b>Address</b>	<b>Total Fires In Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
Jaeger Hall	5540 College Road	0	N/A	N/A	N/A	N/A	N/A
Neuzil Hall	5540 College Road	0	N/A	N/A	N/A	N/A	N/A
Ondrak Hall	5710 College Road	0	N/A	N/A	N/A	N/A	N/A
Thomas Hall	5660 College Road	0	N/A	N/A	N/A	N/A	N/A
Valentine Hall	5640 College Road	0	N/A	N/A	N/A	N/A	N/A
Becker Hall	5610 College Road	0	N/A	N/A	N/A	N/A	N/A
Anderson Hall	5630 College Road	0	N/A	N/A	N/A	N/A	N/A
Kucera Hall	5640 College Road	0	N/A	N/A	N/A	N/A	N/A
Roman Hall	5620 College Road	0	N/A	N/A	N/A	N/A	N/A