Annual Fire Safety Report

Campus Fire Safety Policies and Procedures and Statistics

Hebrew Theological College
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October 1, 2014
HTC Annual Fire Safety Report 2013

Fire Statistics

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<th>Smoke Detectors</th>
<th>Fire Extinguishers</th>
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<th>Fire Drills each Calendar Year</th>
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<td>Skokie Campus</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Blitstein Campus</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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*in Main Building

Fire Safety Systems

Campus Safety

To ensure the safety of the College community, smoke alarms and fire extinguishers are located throughout the classroom and student residence buildings. While periodic checks on this equipment will be undertaken, it is also the students’ responsibility to report malfunctioning fire safety equipment. Storms can cause power outages, broken windows and other structural damage. Report such damage immediately to the administration or student residence counselor/supervisor.

Evacuation

Purpose: Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.) the following procedures apply:

Standard Procedure

- In case evacuation of the building is necessary, the fire alarm must be pulled. **Local authorities are automatically contacted when fire alarm goes off.** In the event that the fire alarm is out of service, the School Commander should designate someone to Call 9-1-1, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.

All staff will evacuate the building using the nearest exit. Students will evacuate in an orderly fashion with their teacher or dormitory counselors.

The last person to evacuate a classroom or dormitory room must turn off the lights. All doors in the building should be closed. Dark classrooms/dormitory rooms indicate that the room is empty.

All teachers/dormitory counselors must take their classroom roster with them in case of evacuation. Attendance should be taken when arriving at the assembly area.
The school secretary/dormitory supervisor(s) should evacuate the building with a school/dormitory roster listing names of all students in the school/dormitory.

All evacuees should assemble:
- **SKOKIE CAMPUS:** by the outdoor basketball court behind the main building a minimum of 100 feet away from the building and await further instructions.
- **BLITSTEIN CAMPUS:** by the parking lot near Rogers Park a minimum of 100 feet away from the building and await further instructions.

All students and faculty should conduct themselves in an orderly fashion to ensure that proper attendance can be taken.

School Commander:
- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:
  
  “Your attention, please. We need to institute an evacuation of the building. Teachers/dorm counselors are to take their students to their designated assembly area. Teachers/counselors take your class roster and conduct a headcount at the assembly area.”

- Designate someone to contact the Transportation Director or bus service to take students to the alternate off-campus relocation site if needed.

Office staff
- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from teachers and inform the principal or incident commander of any missing student(s) or staff.

Teachers:
- Teachers will instruct students to evacuate the building, using designated routes, and report to their assigned Assembly Area. Designate a student leader to help move your class to the assembly area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists/phone lists.
- Administration members will sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, specially noting any students in other activities that are missing. If anyone is missing or injured, teachers/dorm counselors need to inform school administrators immediately!
- At the assembly area, teachers and students will stay in place until further instructions are given.

Support Staff
- Return all of your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Report to the Unassigned Staff Area. You may be needed in another capacity as the incident unfolds.
Off-Campus Evacuation

Purpose: This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.

SKOKIE CAMPUS: Unless instructions are given otherwise the off-campus evacuation site is located at the Hillel Torah Gym. Keys can be obtained with the Dorm Supervisor, Director of Student Affairs or other administrators. In case of evacuation, any administrators with keys to Hillel Torah are advised to take their key with them. In case Hillel Torah is not accessible, the Holiday Inn is the next off-campus evacuation site.

BLITSTEIN CAMPUS: Unless instructions are given otherwise the off-campus evacuation site is located at the Buckingham Nursing Pavilion across the street from the Blitstein Institute campus.

School Commander
- The School Commander will advise the Incident Commander of the decision to implement the protocol and begin setting up the bus evacuation staging area.
- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- The School Commander or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:

  “Your attention please. For safety reasons, we are evacuating off site to Hillel Torah gym/Buckingham Pavilion. We will be implementing the family/dorm supervisor reunification process from that location.”

- Notify the Principal and CEO of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation site, the evacuation route and if needed, request buses or alternate means of transportation.
- Request the Principal and CEO to activate appropriate system-wide Crisis Response Teams from each school and send them to the relocation site to assist with Family Reunification.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Commander.

Teachers and staff
- Take your class roster and phone lists as you exit to the designated assembly area.
- Teachers should immediately notify administration if they have missing or injured students.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- While en route to the relocation site, the teachers will prepare list of all evacuees, which will be delivered to the reunification site commander upon arrival.
Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the site.

**Fire Safety Education/Training Programs**

Fire safety education programs for all students living on campus student housing and all employees involved with on-campus student housing are held at the beginning of each school year. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and provide information on the college’s fire safety policies, evacuation routes, and alarm locations.

Fire education and training is provided by the Director of Student Housing who is experienced in fire safety matters.

**Reporting Fires After the Fact**

In the event that a fire occurs, during the emergency the procedures outlined above must be followed. After the fact, the details of the fire must be reported to the appropriate facility coordinator (men’s campus 847-982-2500– Mr. Walter Richtman ext. 114, women’s campus 773-973-0241– Mrs. Rita Lipshitz ext. 109), or the head of the residence facility (men’s campus – Rabbi Aaron Gaffen ext. 126, women’s campus –Mrs. Miriam Jaeger). When calling, please provide as much information as possible about the location, date, time and cause of the fire.

**Policies on Portable Electronic Appliances**

SKOKIE CAMPUS: Electronic cooking appliances are strictly forbidden at all times in the dormitory. Students may not purchase their own space heaters to use in the dormitory.

BLITSTEIN CAMPUS: HTC provides a microwave and toaster oven for each kitchen in the Student Residence Facility and space heaters in selected apartments. Students are allowed to purchase other appliances (sandwich makers, toasters, crock pots, etc.); however, they are requested to unplug all such appliances when not in use.
Staff Phone Numbers

Interim Chancellor/CEO
Rabbi Shmuel L. Schuman
Work: 847.982.2500 ext. 134
Home: 773.764.2354
Cell: 847.626.8538

Building Manager of HTC
Mr. Walter Richtman
Work: 847.982.2500 ext. 114
Home: 773.761.4275
Cell: 312.213.1075

Dorm Supervisor HTC/Skokie Campus
Rabbi Aharon Gaffen
Work: 847.982.2500 ext. 126
Cell: 847.840.3504

VP Administration of HTC
Rabbi Sender Kutner
Work: 847.982.2500 ext 130
Home: 773.743.6259

Dean, Blitstein Institute
Dr. Esther Shkop
Work: 773.973.0241 ext. 108
Home: 773.338.0840
Cell: 773.852.8530

Assistant Dean, Blitstein Institute
Mrs. Rita Lipshitz
Work: 773.973.0241 ext. 109
Home: 847.674.3424
Cell: 847.226.6688

Student Residence Supervisor, Blitstein Institute
Mrs. Miriam Jaeger
Cell: 847-873-5428
Rabbi Shmuel Schuman
School Commander Skokie Campus
1. Rabbi Moshe Wender 2. Rabbi Mordechai Ginsparg
Alternate School Commander(s)

Public Information Officer
Joel Carp
Alternates
1. Mr. Peter Gobel
2. Rabbi Moshe Wender
Acts as a liaison between school and public (including media)

Safety Officer
Rabbi Mordechai Ginsparg
Alternates
1. Rabbi Moshe Wender
2. Mr. Peter Gobel
Ensures the safety of the students, staff, and others on campus is the highest priority

Liaison Officer
Joel Carp
Alternates
1. Mr. Peter Gobel
2. Rabbi Moshe Wender
Acts as a point of coordination between the Incident Command and other public agencies organizations (Ex: Red Cross, police, fire dept. etc.)

Operations
Rabbi Aharon Gaffen
Alternates
1. Rabbi Yonah Saks
2. Mr. Jacob Roth
Handles all emergency response jobs, including taking care of students as well as handling the challenges of the emergency

Planning
Rabbi Moshe Wender
Alternates
1. Rabbi Ginsparg
2. Mr. Peter Gobel
Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map at the Command Post

Logistics
Mr. Walter Richtman
Alternates
1. Mr. Eli Greenberg
2. Rabbi Sender Kutner
Manages personnel, supplies, and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, deploying unassigned people for work.

Finance & Administration
Rabbi Sender Kutner
Alternates
1. Rabbi Shmuel Schuman
2. Mr. Richtman
 Responsible for buying materials and keeping financial records of expenditures and employee hours
Dr. Esther Shkop
School Commander
Blitstein Institute (Chicago) Campus
1. Rabbi Binyomin Olstein 2. Mrs. Rita Lipshitz
Alternate School Commander(s)

Public Information Officer
Dr. Esther Shkop
Alternates
1. Mrs. Rita Lipshitz
2. Ms. Eti Berland
Acts as a liaison between school and public (including media)

Safety Officer
Rabbi Binyomin Olstein
Alternates
1. Mrs. Rita Lipshitz
2. Ms. Eti Berland
3. Mrs. Debbie Feferman
Ensures the safety of the students, staff, and others on campus is the highest priority

Liaison Officer
Dr. Esther Shkop
Alternates
1. Rabbi Binyomin Olstein
2. Mrs. Rita Lipshitz
Acts as a point of coordination between the Incident Command and other public agencies organizations (Ex: Red Cross, police, fire dept. etc.)

Operations
Mrs. Keren Klein
Alternates
1. Mrs. Debbie Feferman
2. Ms. Eti Berland
Handles all emergency response jobs, including taking care of students as well as handling the challenges of the emergency

Planning
Mrs. Keren Klein
Alternates
1. Dr. Richard Aronoff
2. Ms. Eti Berland
Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map at the Command Post

Logistics
Mr. Walter Richtman
Alternates
1. Mrs. Keren Klein
2. Mrs. Rita Lipshitz
Manages personnel, supplies, and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, deploying unassigned people for work.

Finance & Administration
Rabbi Sender Kutner
Alternates
1. Mr. Walter Richtman
2. Mrs. Rita Lipshitz
Responsible for buying materials and keeping financial records of expenditures and employee hours