This guide has been designed to provide instruction to fire department personnel on how to successfully request, install, and document smoke alarms for Illinois fire department installation programs.

PROGRAM OVERVIEW:
“Be Alarmed!” is a fire safety education and smoke alarm installation program administered cooperatively between the Illinois Fire Safety Alliance (IFSA) and the Office of the Illinois State Fire Marshal (OSFM). The program distributes fire safety education materials and 10-year sealed battery smoke alarms to fire departments in the state of Illinois. The fire departments then deliver the education and install smoke alarms in at-risk homes within their communities while recording data for reporting purposes. Both the educational materials and smoke alarms are provided to fire departments at no cost as a result of funding from both the IFSA and OSFM with additional assistance from Kidde and Menards.

PURPOSE & OBJECTIVES:
The program was developed to educate Illinois residents on the dangers of fire in the home and how to prevent fires from occurring in the home, as well as to ensure there are working smoke alarms properly installed in homes. By providing 10-year sealed battery smoke alarms, it ensures that the power source cannot be removed from the unit and, if properly maintained, will last the life of the device.

The program seeks to:
1. Educate Illinois residents, young and old, on home fire safety and prevention methods,
2. Reduce the number of fire-related injuries in Illinois,
3. Reduce the number of fire-related deaths in Illinois, and
4. Identify the reason for non-working smoke alarms in Illinois homes.
**Program Details:**
- Only 10-year sealed lithium battery operated smoke alarms will be utilized and distributed to fire departments.
- 24 alarms will be provided to fire departments per request.
- Smoke alarms are required to be installed in resident homes - distributing or giving away the alarms by fire departments is prohibited.
- Smoke alarm informational pamphlets, home fire safety checklists, and home fire escape plans will be provided to fire departments - educational materials which must be provided to the home residents.
- Fire departments will record and submit installation survey data via web portal, fax, or email upon completion of installations.
- Additional requested smoke alarms will not be permitted to fire departments until the previously received batch (24 alarms) are installed and installation surveys have been submitted.

**Eligibility Requirements:**
This program is available to fire departments located in the state of Illinois. Fire departments must be able to:
- Provide documentation demonstrating that a smoke alarm installation program is in place upon requesting alarms through this program.
- Acknowledge the program Release from Liability language.
- Record and submit installation survey data within 10 days of completing a home installation.
- Educate the homeowners on smoke alarm maintenance, fire safety, and fire escape planning when installing smoke alarms.

**Program Participation:**
If the program eligibility requirements are able to be met by the fire department:
1) Visit [www.IFSA.org/programs/alarms](http://www.IFSA.org/programs/alarms) to complete the Request Form.
PROGRAM PARTICIPATION (CONTINUED):

2) Fire departments requesting alarms for the first time through this program will be required to provide documentation demonstrating that a department smoke alarm installation program is in place. This documentation will not be required when completing future Request Forms.

3) OSFM will ship 24 10-year sealed battery smoke alarms, 12 Smoke Alarm Informational Pamphlets, 12 Home Fire Safety Checklist & Home Fire Escape Plan documents, and 12 Installation Surveys.

4) Upon installation of alarms in homes and the education on fire safety to residents, the reporter will begin documenting the visit using the paper or web-based Installation Survey Form. Complete all of the required fields and take detailed notes to ensure that each visit has been successfully documented. Be sure that an Installation Survey Form is submitted for each property where a smoke alarm installation has been conducted.

   • The web-based Installation Survey Form can be accessed at www.IFSA.org/SmokeAlarmSurvey.
   • Paper Installation Survey Forms can be submitted by email (ifsa@ifsa.org) or fax (847-390-0920).
   • Copies of the paper Installation Survey Form can be made as necessary or printed from www.IFSA.org/programs/alarms.

5) Copies can and should be kept by the participating fire department for their own records. If the Installation Survey Form is completed online, the reporter can request an email copy of the electronically submitted Form.

6) When all of the smoke alarms received by the fire department have been successfully installed and the required data has been submitted via the Installation Survey Form, fire departments may then submit a new request for additional smoke alarms and educational materials. Requests will not be processed if previous smoke alarm installation data has not been properly submitted.
Frequently Asked Questions:
Q - How many smoke alarms can a fire department request?
A - 24 smoke alarms will be provided to fire departments per request. Once those smoke alarms have been successfully installed and the required data has been submitted via the Installation Survey Form, fire departments may submit a new request for an additional 24 alarms.

Q - We would like to hand out your smoke alarms at our open house and at other community events. Is this okay?
A - No, any smoke alarms received from the Be Alarmed! Smoke Alarm Installation Program must be installed in homes by the participating fire department.

Q - How quickly do we need to install the smoke alarms after receiving them?
A - Fire Departments are expected to have the smoke alarms installed within three (3) months of receiving them. If fire departments do not submit installation data within three months of receiving the smoke alarms, the fire departments may be asked to return the smoke alarms.

Q - How many smoke alarms can I install per home?
A - Fire departments are able to install as few or as many smoke alarms per home as they desire. It is recommended that the number of smoke alarms installed per home be noted in the fire department’s Installation Program information packet and that it remain consistent from home to home.

Q - How do I know what information to record on the Installation Survey Form?
A - All fields on the Installation Survey Form (electronic and paper version) are required to be completed by the fire department. If Installation Survey Forms are returned incomplete, departments may no longer be eligible to receive smoke alarms from the Be Alarmed! Smoke Alarm Installation Program.
Frequently Asked Questions (continued):

Q - Can fire departments charge residents for the smoke alarms and home installations.

A - Fire departments are not permitted to charge for providing smoke alarms received from the Be Alarmed! Smoke Alarm Installation Program.

Q - We have apartment complex managers and landlords requesting smoke alarms be installed in their properties. Is this okay?

A - No, as a business owner, they must supply and install their own smoke alarms for their tenants. The smoke alarms received from the Be Alarmed! Program are for homeowners only.

Q - If I have questions about the program, who can I speak to?

A - Fire departments are encouraged to contact either the Illinois Fire Safety Alliance at 847-390-0911/ifsa@ifsa.org or the Office of the Illinois State Fire Marshal Division of Fire Service Outreach at 217-558-6743.
## Smoke Alarm Installation Survey

**Date of Installation:** / /  
**Fire Department:**  
**Fire Department ID #:**

### Address of Installation

<table>
<thead>
<tr>
<th>Address:</th>
<th>Apt./Unit #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Zip Code:</td>
</tr>
<tr>
<td></td>
<td>County:</td>
</tr>
</tbody>
</table>

### Assessment

<table>
<thead>
<tr>
<th>Total Number of People Living in Home:</th>
<th>How Many Youth Under the Age of 5:</th>
<th>How Many Adults 65 Years of Age and Above:</th>
<th>How Many Individuals with a Disability or Functional Need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Family</td>
<td>2-Family (duplex)</td>
<td>Apartment</td>
<td>Manufactured (mobile)</td>
</tr>
</tbody>
</table>

### Number of Levels in the Home (including basement):

- One
- Two
- Three
- Four or more

### How Many Pre-Existing Smoke Alarms Did the Home Already Have:

**If the Pre-Existing Smoke Alarms Did Not Work** *(expired alarms should be considered not working)*, indicate the number of alarms that had the following problem(s):

- Battery was Missing ________
- Battery was Dead ________
- Alarm was Expired ________
- Other (specify) ________

### Services Provided

**Number of 10-Year Battery Smoke Alarms Installed & Tested:**

**Did You Discuss the Following:**

- Smoke Alarm Maintenance Yes No
- Home Fire Safety Checklist Yes No
- Fire Escape Planning Yes No
- Other (specify) ________

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Submit information electronically at [www.IFSA.org/SmokeAlarmSurvey](http://www.IFSA.org/SmokeAlarmSurvey) or scan and email to ifsa@ifsa.org or fax to (847) 390-0920 upon completion.

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**Illinois Fire Safety Alliance**  
426 W. Northwest Highway, Mount Prospect, IL 60056  
(847) 390-0911 / www.IFSA.org

**Office of the Illinois State Fire Marshal**  
1035 Stevenson Drive, Springfield, IL 62704  
(217) 785-0969 / www.sfm.illinois.gov
ABOUT THE SMOKE ALARMS:
- Ionization smoke alarm with 10-year concealed battery
- Included: Mounting bracket, 2 wall screws, 2 anchors, maintenance guide
- Test Button (test monthly)
- Hush Button (use only in case of nuisance alarm)
- No battery replacement
- Replace entire unit every 10 years

1ST - INSTALL ALARM(S):
- Follow fire department installation program guidelines, or install:
  - In every sleeping area.
  - Outside of every sleeping area.
  - On every level of the home (including basement).
  - On the ceiling or high on a wall.
  - Not within 3 feet of windows, doors, vents, ceiling fans, or bathrooms.
  - Not within 15 feet of cooking appliances.
- Use wall screws to mount bracket to wall.
- Place alarm on bracket and twist clockwise (alarm will sound).

2ND - EDUCATE THE RESIDENT(S):
- Show how to test the alarm (should be tested monthly).
- Provide the resident with the Smoke Alarms & Your Safety Trifold.
- Review the Home Fire Safety Checklist & Home Fire Escape Plan documents with the resident.

3RD - RECORD THE INSTALLATION(S)
- Record and submit the installation data via the web-based Installation Survey or the paper form (then fax or email to the IFSA).
- Additional forms can be printed at www.IFSA.org/programs/alarms
**Smoke Alarms & Your Safety! Trifold**

**Finding the Right Spot**
When installing smoke alarms in your home, it is important to place them in the proper location for optimal protection.

- Install smoke alarms in every bedroom, outside of each sleeping area, and on every level of the home, including the basement.
- A smoke detector alarm should be installed a minimum of 10 feet from any cooking area or appliance to help reduce nuisance alarms.
- Interconnected smoke alarms throughout the home provide added protection. When one smoke alarm sounds, all other alarms will sound.
- When installing any smoke alarm, follow the manufacturer’s instructions for installation, testing, and maintenance of the alarm.

**Don’t Forget!**
- Test alarms at least once a month by simply pressing the “test” button.
- Your alarms require 9-volt batteries, replace the batteries once a year.
- Replace all smoke alarms when they are 10 years old.
- Install smoke alarms in every bedroom, outside of each sleeping area, and on every level of the home, including the basement.
- If the alarm sounds, get outside and then call 9-1-1.
- Install at least one carbon monoxide (CO) alarm on each level of the home to protect against the “silent killer.”

**Smoke Alarms Make a Difference**
According to the National Fire Protection Association (NFPA), nearly three out of five home fire deaths were the result of fires without a smoke alarm or without a working smoke alarm! Just one working smoke alarm in the home can help save lives. These life safety devices alert occupants that there is a potential danger and provide a timely warning to escape the home before becoming overcome by smoke and heat.

**Smoke Alarms Basics**
There are various models of smoke alarms available for your home:
- Ionization Alarms: respond to fires with open flames and late smoke present.
- Photoelectric Alarms: respond to smoldering fires that produce larger quantities of smoke.
- Combination Alarms: protect you from both fire and carbon monoxide (CO), with smoke ionization and photoelectric and CO sensors.

**The Right Alarms for You**
It is important to have at least one of each ionization & photoelectric alarm, or combination alarm, in your home.

- In addition to the traditional 9-volt battery operated alarms, 10-year tamper-proof battery smoke alarms are now being widely sold. This technology allows a long-lasting battery to power the device without having to change the battery annually. You simply test them each month until they reach their 10-year expiration date.
- Make sure that the smoke alarms you purchase have been approved by a reputable testing laboratory, such as Underwriters Laboratories (UL).

**Reducing Nuisance Alarms**
When主机brain breaks and chips some from home smoke alarms, it often results in the removal of the alarm battery or the detachment of the alarm from its mounting bracket – leaving the home vulnerable.

Follow these simple guidelines to reduce the nuisance alarms in your home:
- Install a 10-year, tamper-proof battery alarm.
- In addition to saving you money over the life of the device by not having to replace batteries, the alarm will only chirp at the end of the device’s life.
- If the alarm activates while cooking,
  - Do not take the battery out of the alarm or disable the alarm itself – fan away the smoke and fumes.
  - Move the alarm to a location that is further away from the cooking area or appliance.
  - Install a photoelectric smoke alarm near the kitchen area or have an alarm with a “turd” button. The push button will silence the alarm for a short period of time without having to remove the battery.

Testing smoke alarms monthly:
- When testing, if the alarm does not respond, change the battery and reset.
- If the alarm still does not work, replace with a new device.

**Smoke Alarms Save Lives!**
Smoke alarms save lives. Alarms that are properly installed and maintained play a significant role in reducing fire deaths and injuries. If there is a fire in your home, smoke alarms give you time to get out!
BE SURE SMOKE ALARMS ARE:
- Installed on every level of your home, including the basement
- Inside and outside of every sleeping area for added protection
- Tested each month, by simply pressing the "Test" button
- Replaced if they are more than 10 years old

NEARLY 60% OF HOME FIRE DEATHS RESULT FROM FIRES IN HOMES WITH NO SMOKE ALARMS OR NO WORKING SMOKE ALARMS!

Remain in the kitchen while frying, grilling, boiling, or simmering food. Never leave your cooking unattended.

Turn off the stove if you are going to leave the room for any reason.

Smokers should always choose to smoke outside. Many home fire deaths are a result of accidental cigarette fires.

Make sure all major appliances (i.e. refrigerator, dryer, washer, stove) are plugged directly into appropriate outlets.

Keep children, pets, and flammable materials at least three feet from any heat source (fire places, space heaters, stoves, etc.).

Blow out all candles if you need to leave the room or go to bed. Never leave lit candles unattended.

Always clean the lint filter before each load when using the dryer.

Be sure to use the recommended light bulb wattage for all light fixtures.

Smoke alarms installed by the fire department are from the "Be Alarmed!" Smoke Alarm Distribution Program, administered by the Illinois Fire Safety Alliance and Office of the Illinois State Fire Marshal. For additional home fire safety and prevention tips, visit www.IFSA.org/resources
HOME FIRE ESCAPE PLAN

Plan Your Escape Route:
- Draw a map of your home showing all doors and windows on the grid above. Label two ways out of every room, if possible.
- Make sure all escape routes are free of debris and tripping hazards.
- All doors and windows leading outside should be free of clutter and open with ease.
- Choose a designated outdoor meeting place (i.e. mailbox, tree, light pole) at a safe distance in front of your home that everyone knows to go in the event of a fire.
- Practice your escape plan twice a year with everyone living in the home.

In Case Of A Fire:
- When the smoke alarm sounds, get low to the ground, crawl quickly under the smoke and heat, and get outside.
- Close doors behind you to keep flames and smoke from spreading.
- Go to your designated outdoor meeting place.
- Once you are outside, call 9-1-1 and NEVER re-enter the burning home for any reason.
Additional Resources

Illinois Fire Safety Alliance (IFSA) Educational Programs & Resources
www.ifsa.org/resources

National Fire Protection Association (NFPA) Planning & Implementing Successful Smoke Alarm Installation Program
www.nfpa.org/Public-Education/By-topic/Smoke-alarms/Installing-and-maintaining-smoke-alarms

National Fire Protection Association (NFPA) Smoke Alarm Toolkit

National Fire Protection Association (NFPA) Rolf H. Jensen Memorial Public Education Grant
www.nfpa.org/jensen

National Fire Protection Association (NFPA) Remembering When Program
www.nfpa.org/rememberingwhen

Office of the Illinois State Fire Marshal (OSFM) Information for Individuals
www2.illinois.gov/sites/sfm/iam/Individual

U.S. Fire Administration (USFA) Fire Prevention and Public Education
www.usfa.fema.gov/prevention/

Vision 20/20 Home Safety Visit Guide & Video
strategicfire.org/resources/home-safety-visit-guide/