



## ***FIRE DEPARTMENT GUIDE***



**CAMP  
I AM ME**  
ILLINOIS FIRE SAFETY ALLIANCE

**Camp I Am Me by Illinois Fire Safety Alliance**

426 W. Northwest Highway  
Mount Prospect, IL 60056  
(847) 390-0911 | [www.IFSA.org](http://www.IFSA.org)



**Office of the Illinois State Fire Marshal**

1035 Stevenson Drive  
Springfield, IL 62704  
(217) 785-0969 | [www.sfm.illinois.gov](http://www.sfm.illinois.gov)





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 Camp I Am Me (CIAM) by Illinois Fire Safety Alliance 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 CIAM and OSFM.

#### 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 the Be Alarmed! web portal 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.
- 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/alarms](http://www.IFSA.org/alarms) to review program details and to complete the program registration form.
- 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 requesting future alarms.
- 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 generic Installation Survey form documents.
- 4) Upon installation of alarms in homes and the education on fire safety to residents, the reporter will document the visit using the Be Alarmed! web portal. 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 portal can be accessed at [alarms.ifs.org](http://alarms.ifs.org).

- 5) The web portal will maintain all records for the participating fire department. Additional detail can be requested from Camp I Am Me if needed.
- 6) When 20 of the 24 smoke alarms received by the fire department have been successfully installed and the required data has been submitted via the web portal, fire departments will have the ability to request 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 20 of the 24 smoke alarms have been successfully installed and the required data has been submitted via the web portal, fire departments may request 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 record the 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 (via the web portal) are required to be completed by the fire department. The form cannot be formally submitted electronically if any fields are left blank.*



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 Camp I Am Me by Illinois Fire Safety Alliance at 847-390-0911/[ifsa@ifsa.org](mailto: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



### BE ALARMED! SMOKE ALARM INSTALLATION SURVEY



Date of Installation:    /    /

ADDRESS OF INSTALLATION			
Address:	Apt./Unit #:		
City:	State: Illinois	Zip Code:	County:

ASSESSMENT			
Total Number of People Living in Home:	Total Number of Youth Under the Age of 5:	Total Number of Adults 65+ Years of Age:	Total Individuals with Disability/Functional Need:
<b>Type of Residence:</b>			
<input type="checkbox"/> One Family	<input type="checkbox"/> 2-Family (duplex)	<input type="checkbox"/> Condominium	<input type="checkbox"/> Manufactured ( <i>mobile</i> )
<b>Number of Levels in the Home (including basement):</b>			
<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four or more
<b>How many pre-existing smoke alarms did the home already have?:</b>			
<b>If the Pre-Existing Smoke Alarms Did Not Work (<i>expired alarms should be considered not working</i>), Indicate the Number of Alarms That Had the Following Problem(s):</b>			
Battery was Missing _____(qty.)	Battery was Dead _____(qty.)		
Alarm was Expired _____(qty.)	Other (specify) _____(qty.) _____		

SERVICES PROVIDED
<b>Number of 10-Year Battery Smoke Alarms Installed &amp; Tested:</b>
<b>Did You Discuss the Following:</b>
Smoke Alarm Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No
Home Fire Safety Checklist <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Escape Planning <input type="checkbox"/> Yes <input type="checkbox"/> No
Other (specify) _____

**Submit installation data via the Be Alarmed! Web Portal at [alarms.ifsa.org](http://alarms.ifsa.org)**

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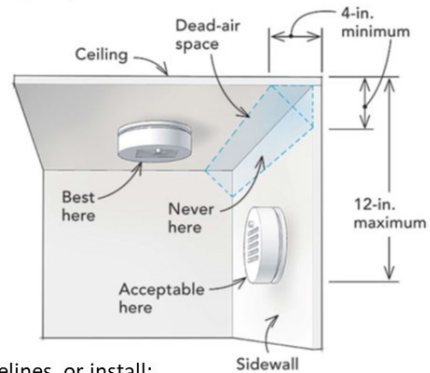
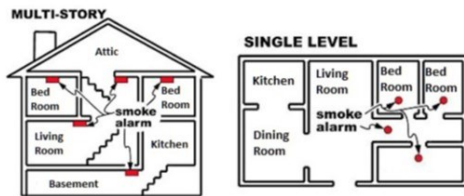
## SMOKE ALARM INSTALLATION GUIDE



### **BE ALARMED! SMOKE ALARM INSTALLATION GUIDE**

#### 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 Be Alarmed! web portal.





## 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 locations 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 photoelectric 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 provides 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.
- If 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."

The Camp I Am Me Smoke Alarms & Your Safety brochure is supported by

**FIRST ALERT**  
www.FirstAlert.com

**CAMP I AM ME**  
ILLINOIS FIRE SAFETY ALLIANCE

426 W. Northwest Highway  
Mount Prospect, IL 60056  
(W) www.IFSA.org  
(E) ifsa@ifsa.org

Camp I Am Me by the Illinois Fire Safety Alliance is a 501(c)(3) nonprofit organization dedicated to fire safety, burn prevention, and supporting burn survivors.

### WORKING SMOKE ALARMS SAVE LIVES

According to the National Fire Protection Association, nearly three out of five residential 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.

**Roughly 3 out of 5 fire deaths happen in homes with no smoke alarm or no working smoke alarm!**

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!

### THE RIGHT ALARMS FOR YOUR HOME

Since 1988, all dwellings in Illinois have been required to have smoke alarms. With advancements in technology, there have been updates made to the state law (1/1/23).

Homes built after 1988 that already have hardwired smoke alarms may utilize replaceable battery or sealed battery units (the battery is the back-up power source).

Homes built prior to 1988 and do not have hardwired smoke alarms must utilize 10-year sealed battery units (the battery is the only power source).

To learn more about the Illinois Smoke Alarm Law, visit [www.IFSA.org/smoke-alarm-law](http://www.IFSA.org/smoke-alarm-law).

— BENEFIT OF 10-YEAR SEALED BATTERIES —

**HASSLE-FREE**  
No more climbing up the ladder to change batteries.

**NO LATE-NIGHT LOW BATTERY CHIRPS**

**MORE SAVING**  
No more costly battery replacements for the life of the alarm.

Also, make sure that the smoke alarms you purchase have been approved by a reputable independent, third-party testing organization, such as UL Solutions.

### TEST SMOKE ALARMS MONTHLY

- When testing, if the alarm does not respond, change the battery and retest.
- If the alarm still does not work, replace with a new unit.

### NUISANCE ALARMS

When frustrating beeps and chirps come from home smoke alarms, it often results in the removal of the battery or the detachment of the unit from its mounting bracket - leaving the home vulnerable.

Follow these simple guidelines to reduce nuisance alarms in the home.

If the alarm activates while cooking

- Do not take the battery out or remove the alarm from its mounting bracket - fan away the smoke and fumes.
- Install the alarm in a location that is further away from the cooking area or appliance - at least 10 feet away.
- Install a photoelectric smoke alarm near the kitchen area or have an alarm with a "hush" button. The Hush Button will silence the alarm for a short period of time without having to remove the battery or detaching the unit from its mounting bracket.



## HOME FIRE SAFETY CHECK LIST



# HOME FIRE SAFETY CHECK LIST



### 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.



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



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



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



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



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



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



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 Installation Program, administered by Camp I Am Me by Illinois Fire Safety Alliance and the Office of the Illinois State Fire Marshal. For additional home fire safety and prevention tips, visit [www.IFSA.org](http://www.IFSA.org).



## HOME FIRE ESCAPE PLAN



# 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

**Camp I Am Me by Illinois Fire Safety Alliance Educational Programs & Resources**

[www.ifsa.org/prevention-resources](http://www.ifsa.org/prevention-resources)

**National Fire Protection Association Planning & Implementing Successful Smoke Alarm Installation Program**

[www.nfpa.org/Public-Education/By-topic/Smoke-alarms/Installing-and-maintaining-smoke-alarms](http://www.nfpa.org/Public-Education/By-topic/Smoke-alarms/Installing-and-maintaining-smoke-alarms)

**National Fire Protection Association Smoke Alarm Toolkit**

[www.nfpa.org/public-education/resources/education-programs/community-tool-kits/keeping-your-community-safe-and-sound](http://www.nfpa.org/public-education/resources/education-programs/community-tool-kits/keeping-your-community-safe-and-sound)

**National Fire Protection Association Rolf H. Jensen Memorial Public Education Grant**

[www.nfpa.org/jensen](http://www.nfpa.org/jensen)

**National Fire Protection Association Remembering When Program**

[www.nfpa.org/rememberingwhen](http://www.nfpa.org/rememberingwhen)

**Office of the Illinois State Fire Marshal Information for Individuals**

[www2.illinois.gov/sites/sfm/lam/Individual](http://www2.illinois.gov/sites/sfm/lam/Individual)

**U.S. Fire Administration Fire Prevention and Public Education**

[www.usfa.fema.gov/prevention/](http://www.usfa.fema.gov/prevention/)

**Vision 20/20 Home Safety Visit Guide & Video**

[strategicfire.org/resources/home-safety-visit-guide/](http://strategicfire.org/resources/home-safety-visit-guide/)