HEALTH/LIFE SAFETY TRAINING FOR ROE INSPECTORS

HLS Checklist

Explanation and Examples

History

Health/Life Safety requirements became a part of the school code in 1875 after the Great Chicago Fire. Our Lady of Angels Fire (Chicago) in 1958 was another tragic fire that triggered life safety provisions for schools not only in Illinois but nationwide.

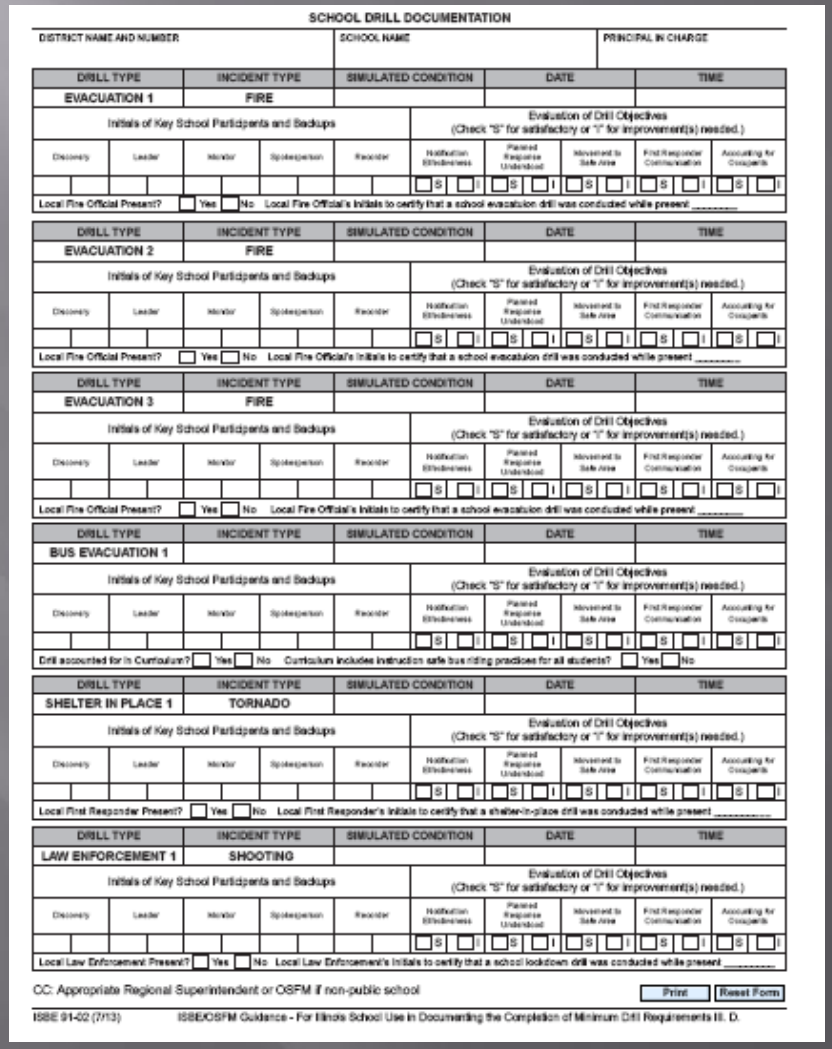
Administrative and General Building Requirements

Safety Reference Plans (1)

- **Based on 23 Illinois Administrative Code 180 Section 180.120 Safety Reference Plans shall include:**
  - A site plan
  - Schematic floor plan
  - An attic plan
  - Such additional drawings as needed to adequately explain operational characteristics of the facility.

Administrative and General Building Requirements

School Safety Drills (2)



SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER | SCHOOL NAME | PRINCIPAL IN CHARGE

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME
EVACUATION 1	FIRE			

Initials of Key School Participants and Backups: Discovery | Leader | Monitor | Spokesperson | Recorder

Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)

Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
S I	S I	S I	S I	S I

Local Fire Official Present? Yes No Local Fire Official's initials to certify that a school evacuation drill was conducted while present _____

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME
EVACUATION 2	FIRE			

Initials of Key School Participants and Backups: Discovery | Leader | Monitor | Spokesperson | Recorder

Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)

Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
S I	S I	S I	S I	S I

Local Fire Official Present? Yes No Local Fire Official's initials to certify that a school evacuation drill was conducted while present _____

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME
EVACUATION 3	FIRE			

Initials of Key School Participants and Backups: Discovery | Leader | Monitor | Spokesperson | Recorder

Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)

Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
S I	S I	S I	S I	S I

Local Fire Official Present? Yes No Local Fire Official's initials to certify that a school evacuation drill was conducted while present _____

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME
BUS EVACUATION 1				

Initials of Key School Participants and Backups: Discovery | Leader | Monitor | Spokesperson | Recorder

Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)

Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
S I	S I	S I	S I	S I

Drill accounted for in Curriculum? Yes No Curriculum includes instruction safe bus riding practices for all students? Yes No

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME
SHELTER IN PLACE 1	TORNADO			

Initials of Key School Participants and Backups: Discovery | Leader | Monitor | Spokesperson | Recorder

Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)

Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
S I	S I	S I	S I	S I

Local First Responder Present? Yes No Local First Responder's initials to certify that a shelter-in-place drill was conducted while present _____

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME
LAW ENFORCEMENT 1	SHOOTING			

Initials of Key School Participants and Backups: Discovery | Leader | Monitor | Spokesperson | Recorder

Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)

Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
S I	S I	S I	S I	S I

Local Law Enforcement Present? Yes No Local Law Enforcement's initials to certify that a school lockdown drill was conducted while present _____

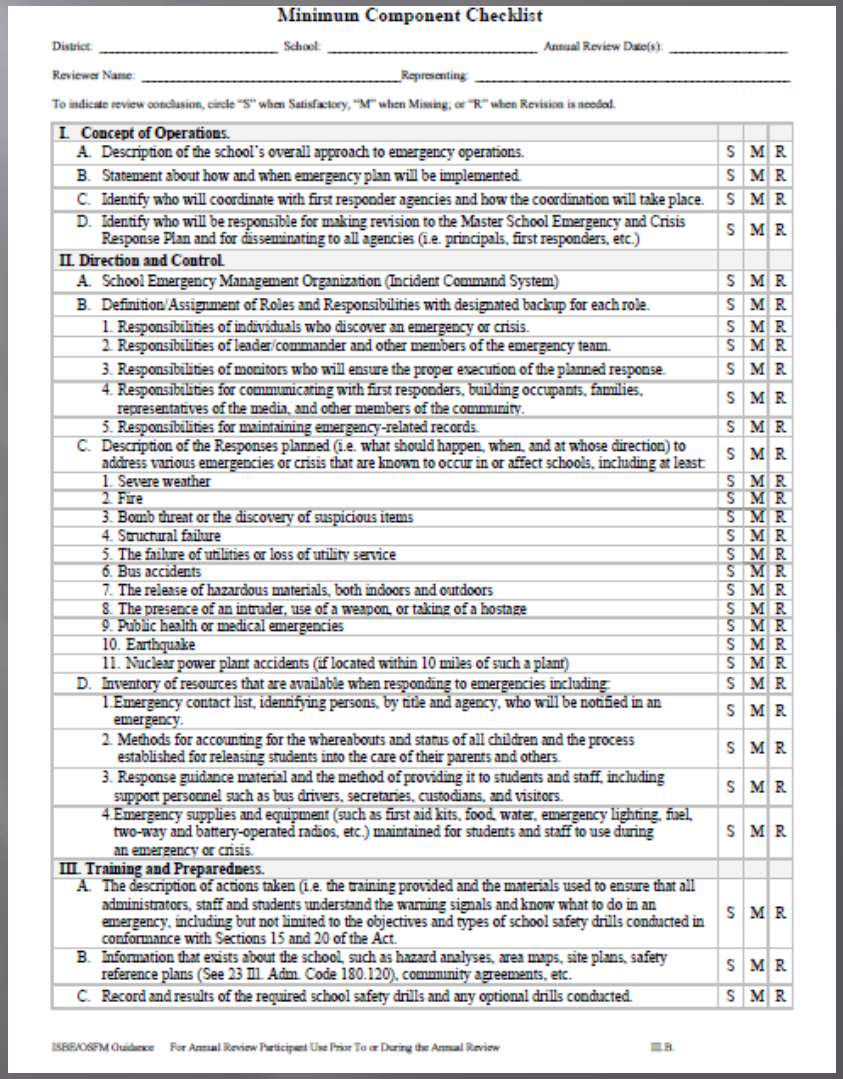
CC: Appropriate Regional Superintendent or OSFM if non-public school

Print | Reset Form

ISBE 91-02 (7/13) ISBE/OSFM Guidance - For Illinois School Use in Documenting the Completion of Minimum Drill Requirements III. D.

Administrative and General Building Requirements

Annual Review of Crisis Plans (3)



Minimum Component Checklist

District: _____ School: _____ Annual Review Date(s): _____

Reviewer Name: _____ Representing: _____

To indicate review conclusion, circle "S" when Satisfactory, "M" when Missing, or "R" when Revision is needed.

I. Concept of Operations.			
A. Description of the school's overall approach to emergency operations.	S	M	R.
B. Statement about how and when emergency plan will be implemented.	S	M	R.
C. Identify who will coordinate with first responder agencies and how the coordination will take place.	S	M	R.
D. Identify who will be responsible for making revision to the Master School Emergency and Crisis Response Plan and for disseminating to all agencies (i.e. principals, first responders, etc.)	S	M	R.
II. Direction and Control.			
A. School Emergency Management Organization (Incident Command System)	S	M	R.
B. Definition/Assignment of Roles and Responsibilities with designated backup for each role.	S	M	R.
1. Responsibilities of individuals who discover an emergency or crisis.	S	M	R.
2. Responsibilities of leader/commander and other members of the emergency team.	S	M	R.
3. Responsibilities of monitors who will ensure the proper execution of the planned response.	S	M	R.
4. Responsibilities for communicating with first responders, building occupants, families, representatives of the media, and other members of the community.	S	M	R.
5. Responsibilities for maintaining emergency-related records.	S	M	R.
C. Description of the Responses planned (i.e. what should happen, when, and at whose direction) to address various emergencies or crisis that are known to occur in or affect schools, including at least:	S	M	R.
1. Severe weather	S	M	R.
2. Fire	S	M	R.
3. Bomb threat or the discovery of suspicious items	S	M	R.
4. Structural failure	S	M	R.
5. The failure of utilities or loss of utility service	S	M	R.
6. Bus accidents	S	M	R.
7. The release of hazardous materials, both indoors and outdoors	S	M	R.
8. The presence of an intruder, use of a weapon, or taking of a hostage	S	M	R.
9. Public health or medical emergencies	S	M	R.
10. Earthquake	S	M	R.
11. Nuclear power plant accidents (if located within 10 miles of such a plant)	S	M	R.
D. Inventory of resources that are available when responding to emergencies including:	S	M	R.
1. Emergency contact list, identifying persons, by title and agency, who will be notified in an emergency.	S	M	R.
2. Methods for accounting for the whereabouts and status of all children and the process established for releasing students into the care of their parents and others.	S	M	R.
3. Response guidance material and the method of providing it to students and staff, including support personnel such as bus drivers, secretaries, custodians, and visitors.	S	M	R.
4. Emergency supplies and equipment (such as first aid kits, food, water, emergency lighting, fuel, two-way and battery-operated radios, etc.) maintained for students and staff to use during an emergency or crisis.	S	M	R.
III. Training and Preparedness.			
A. The description of actions taken (i.e. the training provided and the materials used to ensure that all administrators, staff and students understand the warning signals and know what to do in an emergency, including but not limited to the objectives and types of school safety drills conducted in conformance with Sections 15 and 20 of the Act.	S	M	R.
B. Information that exists about the school, such as hazard analyses, area maps, site plans, safety reference plans (See 23 Ill. Adm. Code 180.120), community agreements, etc.	S	M	R.
C. Record and results of the required school safety drills and any optional drills conducted.	S	M	R.

ISBE/OSFM Guidance For Annual Review Participant Use Prior To or During the Annual Review III.B.

Administrative and General Building Requirements

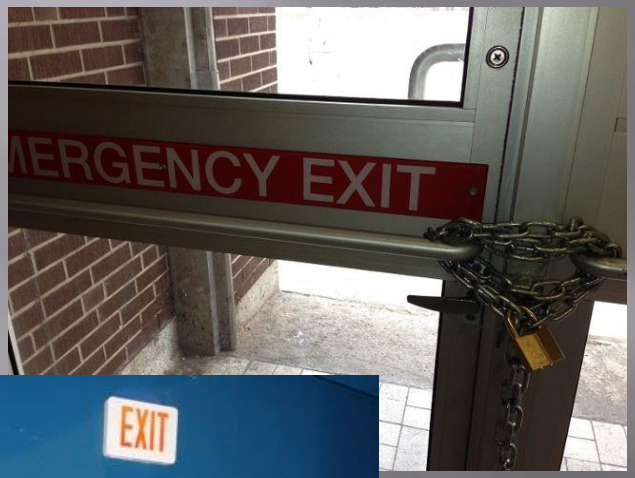
Hold Open Devices (4)

YES

NO

Administrative and General Building Requirements

Unobstructed Exits (5)



Administrative and General Building Requirements

Testing Emergency Lights and Exit Signs (7)

- Exit signs are to be lit while building is occupied.
- Press switch on sign to ensure battery back-up is functional.
- Test emergency lights to ensure all are in working order.

Administrative and General Building Requirements

Flam/Comb Liquids and Chemicals (8)

- Properly labeled
- In proper container
- In approved cabinet
- Should have SDS for each product

Administrative and General Building Requirements

Fire Alarm System (9)
ITM of Fire Alarm Systems (12)

- Needs to be in a system normal condition.
- Inspected yearly by alarm company.
- Demand immediate repair if in “trouble”.

Administrative and General Building Requirements

Unobstructed Manual Fire Alarm Pull Stations (11)

Administrative and General Building Requirements

Functional Sprinkler System (13)
Functional Standpipe System (15)

- Sprinkler and Standpipe systems shall be inspected annually.
- Shall be in operating condition.

Administrative and General Building Requirements

Functional Sprinkler System (13)
Functional Standpipe System (15)

- In standpipe systems with hose cabinets, hoses need to be inspected annually and tested every 5 years after date of manufacture and every 3 years after that.

Administrative and General Building Requirements

Clearance Above Storage (14)

Storage 18" below sprinkler heads

Storage 24" below ceiling in non-sprinkled buildings

Administrative and General Building Requirements

Fire Extinguishers (16)

75’ Travel Distance

Administrative and General Building Requirements

Shower/Eye Wash Stations (18)

- Must be 15 minute constant flow
- Make sure flow is adequate – hard water is a issue

Administrative and General Building Requirements

Decorative Vegetation (20)

- The IFC prohibits natural cut tress in areas that are not protected with sprinklers.
- If sprinklers are installed, then certain minimum requirements apply for the display of natural cut trees.

Administrative and General Building Requirements

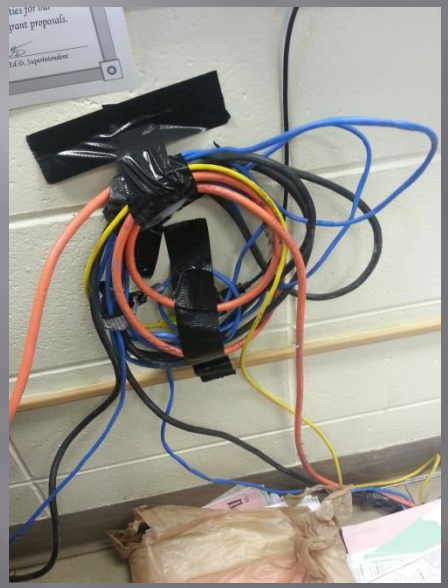
Furnishings and Decorations (22)

- Must not promote spread of fire
- Must allow for orderly evacuation
- Must not block safety features of building

Administrative and General Building Requirements

Extension Cords and Multiple Plug Adaptors (24)

- Extension are for temporary use only
- Use fused power strip for multiple outlets
- Do not piggyback power strips



Administrative and General Building Requirements

Electrical Systems (25)

- All identified electrical hazards shall be abated.

- Examples
  - Unsecured electrical panels accessible to students
  - Electrical panels not properly labeled
  - Open spots in the circuit panel
  - Broken outlets
  - Missing switch/outlet covers

Arts and Craft Rooms

- Non toxic art supplies applies to grade school level (k-6)
- Kiln fuel switch applies to fuel fed kilns
- Explosion proof fixtures apply to areas where flammable/combustible materials are used

Arts and Craft Rooms

Spray Finishing (30)

- Area or room must be protected with sprinklers
- Sprinklers in spray area/exhaust
- Cover sprinkler heads with thin plastic bags
- Mechanical exhaust directly to outside
- No welding or other spark producing operations

Arts and Craft Rooms

Eye Glasses (35)

- Protective eye glasses shall be provided to and worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical-physical courses of laboratories as specified in 105 ILCS 115/1. Eye protection shall comply with ANSI Z87.1.

- Glasses can be issued or kept in room.

Auditoriums

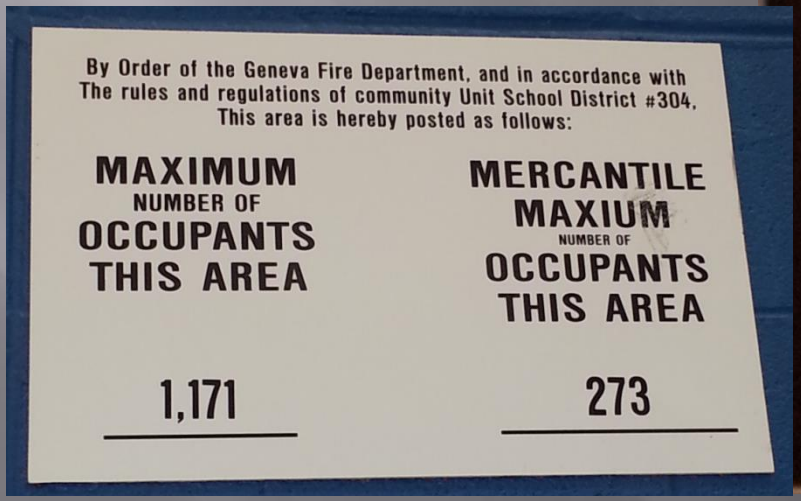
Specific Requirements

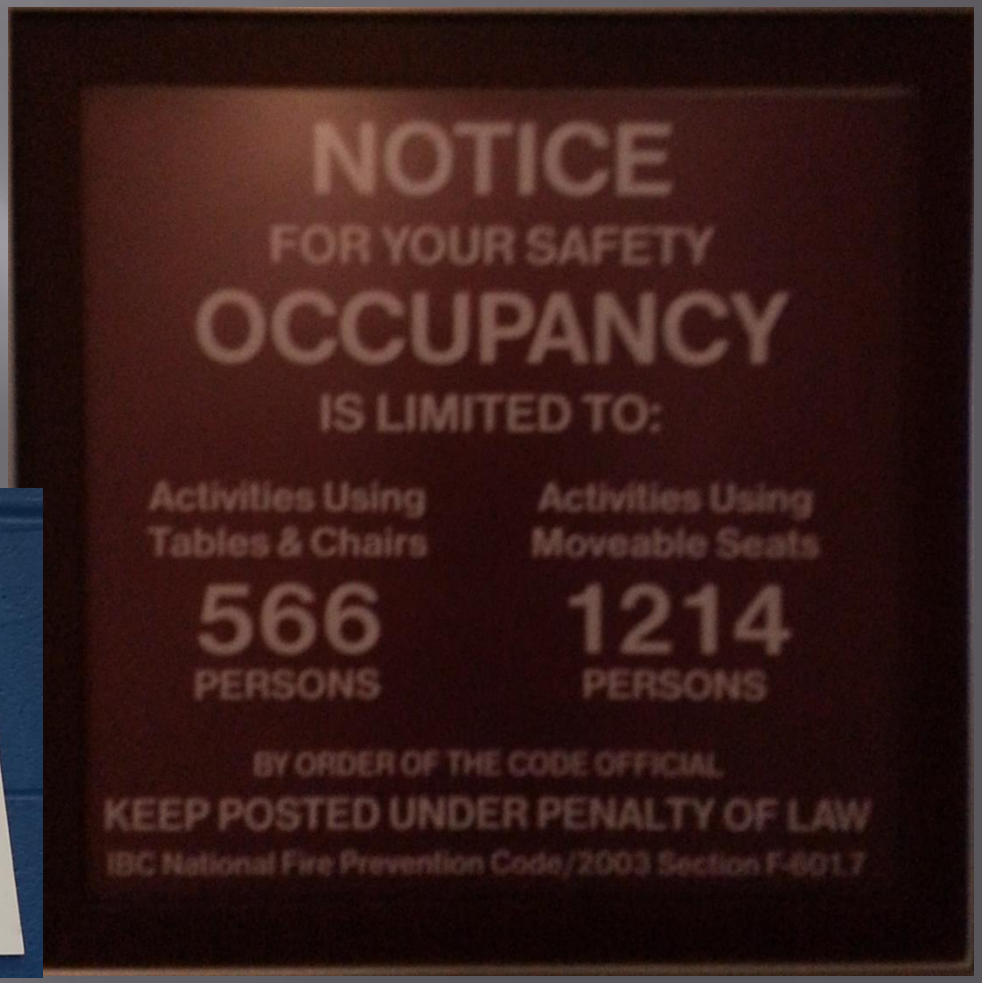
- Must post occupancy loads (37)
- Must have proper number of exits (38)
- Means of egress arrange (39)
- Illuminated exit signs (40)
- Emergency Lighting (41)
- Fire Rated Construction (42)

Auditoriums

Posted Occupancy Loads

Occupant loads must be posted in a place conspicuous to the general public.





Automotive Shops

Specific Requirements

- Emergency lighting (50)
- Fire-rated construction (51)
- Fire detectors (53)
- Spray paint rooms (54)
- Limited spray spaces (55)
- Explosion proof lights (56)
- Welding booth exhaust (57)
- Eye glasses (58)

Automotive Shops

Spray Paint Rooms (54)

Automotive Shops

Limited Spray Surfaces (55)

Automotive Shops

Welding Booth Exhaust (57)

Bleachers and Grandstands

- No storage underneath unless designed for with sprinkler or fire alarm system

- Must be maintained and safe for occupancy.

Boiler Room

- Emergency fuel switch must be clearly labeled
- Must have OSFM certificate posted (Date Current)
- Must have a fire detector

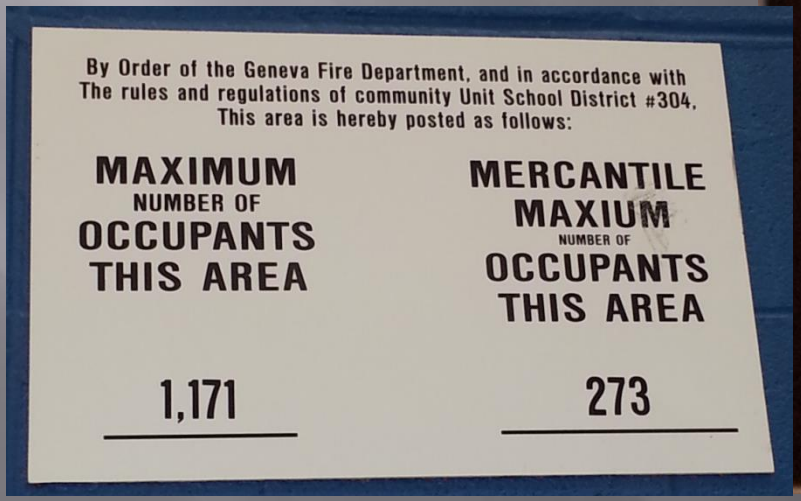
  (on buildings with fire or sprinkler systems)
- Not be used for storage

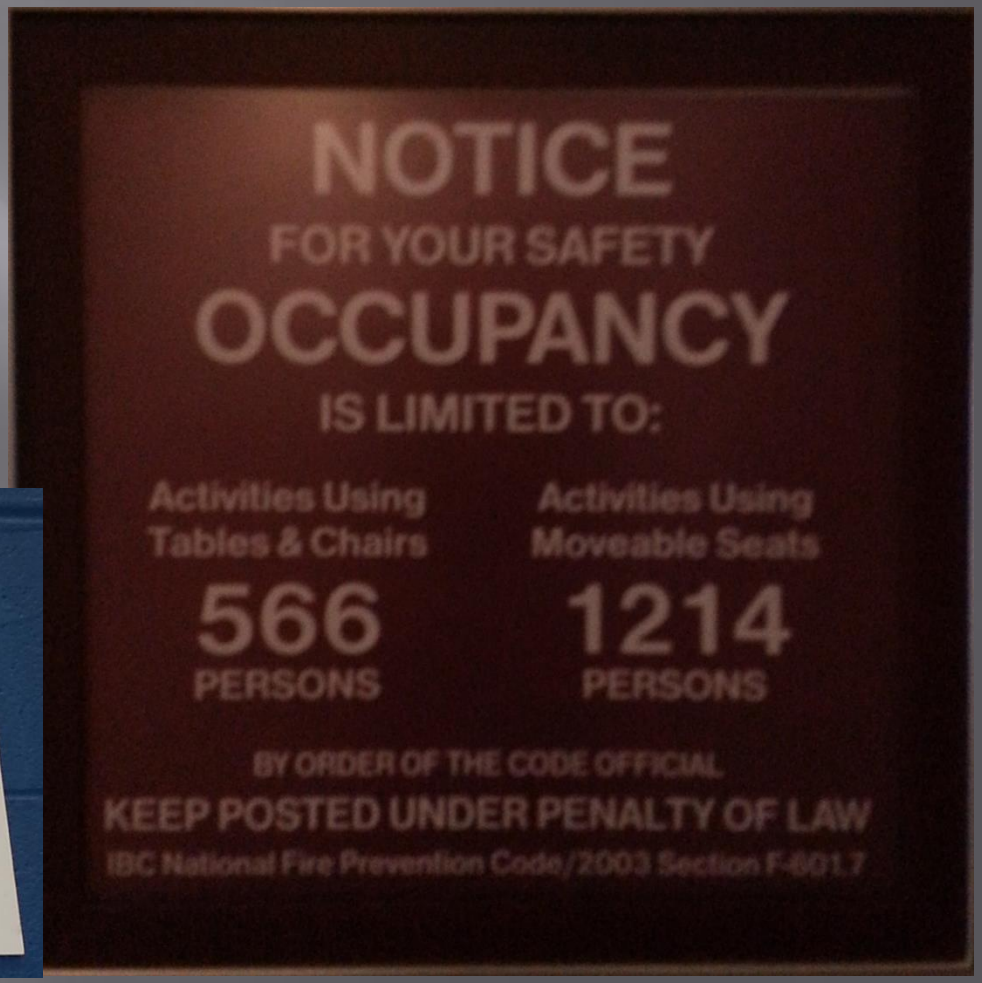
  (may need to make judgment calls on older building where huge boilers have been replaced with small units)

Cafeteria

Posted Occupancy Loads

Occupant loads must be posted in a place conspicuous to the general public.





Classrooms

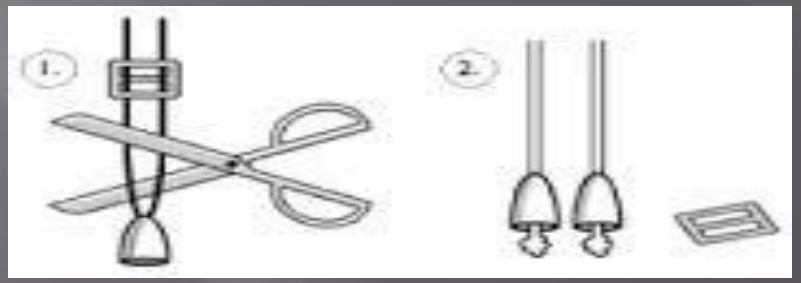
Doors Unlocked (93)
Door Glass Vision Panel(95)

- Classroom doors
  - No requirement to be locked
  - Student must be able to exit classroom without having to unlock door or having special knowledge
- Vision Panels
  - Must remain clear (100 square inches)
  - Must be safety glass
  - If fire rated corridor, panel must match rating

Classrooms

- Outlets in K-2 must have covers/plugs when not is use

Window shades cords in K-2 must arranged to avoid entanglement or strangulation



Computer Hub Closets

Fire Detectors (102)

- Must have a fire detector

  (If building has sprinkler or fire alarm system)
- Becomes an issue as tech guys move equipment and end up overtaking closts, storages areas, etc.

Corridors

- Storage in corridors is not allowed
- Artwork should not cover more than 20% of wall space
- Hanging artwork can not obstruct the proper function of sprinkler system, obstruct the ability to see exit signs, or block illumination of corridor by emergency lighting.
- Pay attention to doors in corridors designed to control smoke and occupant travel that have been removed or blocked open.

Elevator and Conveying Systems

Does not obstruct egress (121)
Certificate of Inspection (122)

- Must have certificate of inspection
- Includes elevators, chair lifts, escalators or similar devices for the movement of passengers from one level to another
- Elevator rooms are for the sole use of housing elevator equipment and no other storage is allowed.
- Areas outside of elevator must remain clear

Exterior Items

Greenhouses

Fire alarm Systems (133)
Fire Detectors (134)

- If used for educational purposes, required to have fire alarm or sprinkler system depending on when greenhouse was built.

- If used for operations other than education and no students occupy the greenhouse, sprinklers and fire alarms are not required.

Gym and Multipurpose Rooms

- Posted Occupant Loads (138)
- Number of Exits (139)
- Means of Egress Arrangement (140)
- Illuminated Exit Signs (141)
- Emergency Lighting (142)
- Fire Rated Construction (142)

Home Economics and Family Service Rooms

- Exhaust fan (154)
  - The purpose of exhaust fans is to remove odors and smoke from cooking out of the room. This can be achieved with a whole room vent that vents to the outside or individual hoods over the cooking areas that vent outside.
  - Self contained hoods that vent into the room or HVAC systems that serve the whole building do not meet intent of the code.
  - If there is a question of the appropiateness of the venting, have the District architect verify.

Industrial Technology Labs

- Emergency Lighting (160)
- Fire Rated Construction (161)
- Fire Alarm Audibility (162)
- Fire Detectors (163)
- Welding Booth Exhaust (164)
- Eye Glasses (165)

Kitchens

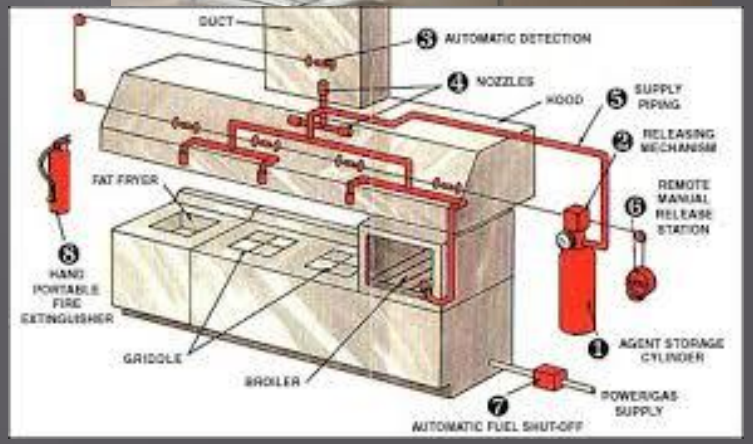
Fire Extinguishers (178)

- This refers to commercial preparation of food, not used by students.
- These fire extinguishers are required to be compatible with the fire suppression agent used in the cooking hood.
- Cooking equipment involving vegetable or animal oil shall be protected using a Class K extinguisher.

Kitchens

Cooking Hood Exhaust (179)

- Extinguishing system must be inspected and tagged every 6 months
- Extinguishing heads must align over cooking surfaces
- Hood cleaning is to be completed on regular basis, no specific time periods
- Can require more frequent cleaning if build up of grease is observed



Library/Media Center

- Posted Occupant Loads (189)
- Number of Exits (190)
- Means of Egress Arrangement (191)
- Illuminated Exit Signs (192)
- Emergency Lighting (193)
- Fire-Rated Construction (194)
- Fire Alarm Audibility (195)
- Fire Detectors (196)

Mechanical Rooms

- Fire-rated construction (198)
- Fire alarm audibility (199)
- Fire Detectors (200)

Music Practice Rooms

- Music practice rooms usually need to have a audio/visual device in the room.

- Covering on walls for sound proofing must be designed for application.

Photo Developing Labs

- Decreasing as digital media takes over
- If still in use, must have vent that goes to outside
- Chemicals need to be properly labeled
- Watch for excessive quantities of chemicals
- Look for labs that have been repurposed.

Science Laboratories

Chemical Storage (211)

- All chemicals need to be labeled
- All chemicals need to be properly stored
- There shall be a log of all chemicals stored in the science lab
- Excessive or used chemicals need to be disposed of in approved manner.

Science Laboratories

Fume Hood Exhaust (228)

- A fume hood exhaust needs to be provided when the mixing of chemicals occurs. This must exhaust directly to the outside.
- These booths should not be used for storage, which is a commonly found violation.

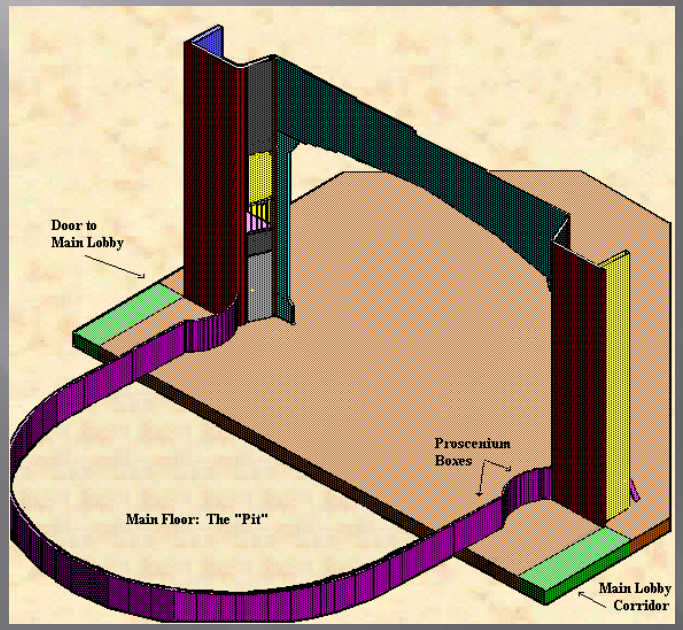
Shower and Locker Rooms

- Number of Exits (235)
  - Number of exits need to be maintained as designed
  - Seeing exits locked due to security issues
  - Exit paths can not be used for storage of sporting equipment
- Exhaust Fans/Ventilation (239)
  - Ventilation of some type is needed.
    - Type is determined by what code school falls under.
    - If it stinks when you inspect it, there may be a ventilation problem.

Stages (Large)+Accessory Rooms

Proscenium Wall Opening Protection (246)

- The proscenium curtain is part of the proscenium wall protection system. And for these stages, must be installed, maintained, and tested in accordance with NFPA 101 – *Life Safety Code* – 1967 edition.
- (See Appendix E for recommended practice for proscenium curtains)



Stages (Large)+Accessory Rooms

Curtains and Scenery (247)

- Stage curtains must be flameproof or flame retardant. All other decorative materials shall be of noncombustible material or fame retardant.
  - Props build of wood should be painted on back side or other retardant applied to provide protection
  - Stage should not be used for storage of construction materials for props

FIRE RETARDANTS, INC.

952-448-7377

CHASKA, MN

APPLICATION CERTIFICATE FOR FIRE RETARDANT COATING

Formula Tested By: _____ Test Method: _____

Flame Spread: _____ Fuel Contributed: _____ Smoke Developed: _____

Coverage rate per gallon: _____ Class Rating (if applicable): _____

The undersigned certifies that _____ of _____ Fire Retardant was purchased for use on area described as _____

Located at _____

Dimensions of area to be treated _____ Total sff of area _____

Applicator certifies that work was done according to manufacturer's directions _____

Number of coats applied _____

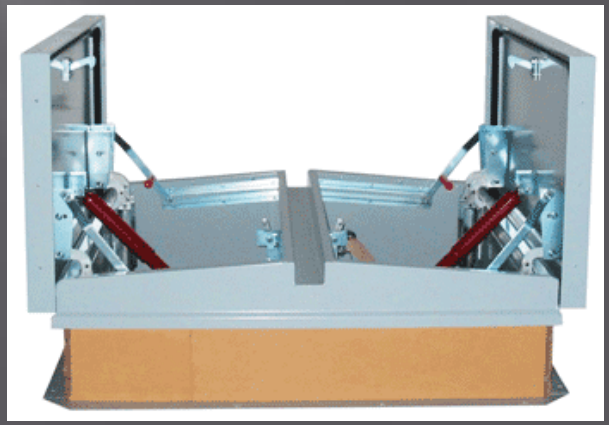
Signature of Supplier
Fire Retardants, Inc.
123 Columbia Court North
Chaska, MN 55318
Address
Date

Signature of Applicator
Address
Date

Stages (Large)+Accessory Rooms

Sprinkler System and Ventilators (248)
Standpipe for Stages (249)

- Stages which are equipped with fly galleries, gridirons, and rigging for movable theater-type scenery shall be protected with sprinklers, even in existing stages.
- Stages and enclosed platforms > 500 ft^2 are required to have a ventilator(s) that is:
  - Manually operated from the stage floor, and
  - Automatically operated by fusible links or approved heat actuating devices
  - Ventilator opening must be ≥ 5% of the stage floor area



Stages (Large)+Accessory Rooms

Standpipe for Stages (249)

- Stages that are greater than 1,000 ft^2 are required to have a standpipe.
  - Size requirements on standpipe differ dependent on which code school was built under.
  - Hose may be required depending on code. Check with local FD as some jurisdictions do not want hose attached as they want occupants to evacuate, not fight the fire.

Stages (Small)

Curtains and Scenery (258)

FIRE RETARDANTS, INC.

952-448-7377
CHASKA, MN

APPLICATION CERTIFICATE FOR FIRE RETARDANT COATING

Formula Tested By: _____ Test Method: _____
Flame Spread: _____ Fuel Contributed: _____ Smoke Developed: _____
Coverage rate per gallon: _____ Class Rating (if applicable): _____

The undersigned certifies that _____ of _____ Fire Retardant was purchased for use on area described as _____

Located at _____
Dimensions of area to be treated _____ Total s/f of area _____
Applicator certifies that work was done according to manufacturer's directions _____
Number of coats applied _____

Signature of Supplier
Fire Retardants, Inc.
123 Columbia Court North
Chaska, MN 55318
Address
Date

Signature of Applicator
Address
Date

SAMPLE

Stages with Storage Underneath

Non-Combustible Storage (266)
Fire Detectors (267)
Sprinklers (268)

- In general, the space below stages need to be protected with sprinklers or fire detectors if no sprinkler system is available.

- Noncombustible materials are the only things that should be stored below the stage unless it is sprinkled.

Stairwells

Properly Maintained (272)

Stairwells
No Storage (276)

Storage/Supply/Closets

- Fire Rated Construction (283)
- Fire Detector (284)
- Classroom/Janitor's Closets (285)

Swimming Pools

If it is a assembly use

- Posted Occupant Loads (289)
- Number of Exits (290)
- Means of Egress Arrangement (291)
- Illuminated Exit Signs (292)
- Emergency Lighting (293)

Swimming Pools

IDPH equipment (298)

- U.S. Coast Guard approved ring bouy
- Life hook at least 12’ in length
- First Aid Kit
- Emergency Telephone and Contact List
- Lifeguard Station

Source:

TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER n: RECREATIONAL FACILITIES
PART 820 SWIMMING FACILITY CODE
SECTION 820.310 SAFETY EQUIPMENT

Teacher Workrooms and Lounges

- Fire –rated construction (301)
- Fire detector (302)
- Exhaust fan (303)

The above points apply if the area contains cooking and heating appliances or where objectionable odors are created.

Time-Out Rooms

Ceiling Height (304)

- Time-out rooms ceiling height shall be the same as surrounding rooms
- Room shall be large enough to accommodate student and another person required to accompany student

Time-Out Rooms

Safe Construction (305)

- Constructed using materials that won't harm student
- Student can't climb wall
- Viewing panels shall be fire rated and glazed
- Padding shall meet fire-resistance requirements or interior finish requirements

Time-Out Rooms

Locking (306)

If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

Time-Out Rooms

Monitoring (307)

- Any enclosure for isolated time out shall be designed to permit continuous visual monitoring of and communication with the student.

Toilets

- Fixtures need to operate as intended
  - Faucets have hot and cold water
  - If a fixture is gone, it needs to be replaced
- The exhaust fan needs to be functional

Woodworking Shops

Specific Requirements

- - Must have emergency lighting (314)
- - Must have fire rated construction (315)
- - Must have fire detection (317)
- - Must have fire extinguisher (318)
- - Must have dust collection system (319)
- - Must be eye glasses for students (320)

Woodworking Shops

Housekeeping

Woodworking Shops

Sawdust Collectors

Ensure that sawdust collection systems are emptied on regular basis.

Full systems will not collect sawdust and create a dust/fire hazard.

Questions

Mark Bozik
Kane County ROE
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