

ELK GROVE VILLAGE FIRE DEPARTMENT	Effective Date	01/03/2020
POLICY 1202	Reviewed Date	12/15/2020
COMMUNITY RISK REDUCTION	Revised Date	00/00/0000

PURPOSE: To identify fire risk associated with structures within our jurisdiction.

SCOPE: This Policy will apply to structures within the Village of Elk Grove Village and managed by the Fire Marshal.

GUIDELINE

1 Mission Statement

To provide the highest quality fire protection, rescue, emergency medical services, and safety education.

2 Objectives

2.1 Identify and prioritize risks within the community and develop intervention strategies to reduce the likelihood of occurrence or impact.

2.2 To work with the business community in an effort to identify hazardous conditions within their business and correct the issues observed.

2.3 Present education programs to the citizens and businesses of Elk Grove Village to increase knowledge, change behaviors, and develop a safer mindset towards fire and other life safety concerns.

2.4 Collaborate with community organizations and businesses in an effort to accomplish risk reduction efforts and to enhance our relationship with the public.

3 Ethics Statement

All personnel responsible for community risk reduction activities shall be familiar with and be responsible to perform under the guidelines of the Ethics Statement as found in the Village Personnel Manual.

4 Codes and Ordinances

4.1 The following codes and ordinances shall be understood by the members of the Department responsible for code enforcement.

4.1.1 Village Code as it relates to fire and life-safety regulations and code enforcement

4.1.2 Adopted fire and life-safety codes and standards



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4.1.3 Illinois Rules and Regulations for Fire Prevention and Safety

5 Qualifications and Certifications

5.1 Qualifications and certifications for all permanent members of the Inspectional Services Division shall be as per the job description.

6 Training

6.1 Routine training courses shall be attended by full time, and part time members of the Inspectional Services Division to maintain proficiency in fire and life-safety codes.

6.2 Full time, and part time members of the Inspectional Services Division shall be responsible for completing all necessary continuing education requirements to maintain certifications as required in the job description.

6.3 Training shall be scheduled so that the Division has a minimum staffing level available.

7 Inspection Policies / Procedures

7.1 The Fire Marshal will maintain a schedule of housekeeping inspections for all occupancies to be inspected. The Division shall inspect all businesses on yearly basis starting with the high hazard occupancies and then all other occupancies.

7.2 The Fire Inspector shall review the occupancy to assure that the general safety of the occupants and all requirements of the adopted fire and life-safety codes are maintained.

7.3 Inspection results and any deficiencies noted must be explained to the owner, manager, or authorized agent of the business. The results shall be documented on Department approved forms or inspection software.

7.3.1 Public school inspections are conducted at the request of the local school board. These occupancies must follow the requirements of and be documented in accordance with the Illinois School Code and Office of the State Fire Marshal.

7.3.1.1 The Department shall witness at least one fire drill and evacuation of each school in accordance with the Illinois School Safety Drill Act.

7.4 Permission to Enter

7.4.1 Entrance will be gained to conduct the inspection by permission of the owner, manager, or authorized agent only. If the person present is not authorized to grant permission, the inspector shall attempt to schedule a return date.



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7.4.2 The Fire Marshal shall be notified of any occupancy that denies entry and cannot schedule a return date. The Village Attorney will be contacted for any occupancy that continues to refuse entry.

7.4.3 All inspections will typically be conducted during normal business hours.

7.5 Normal Course for Housekeeping Inspections

7.5.1 Life safety or imminent hazards shall be ordered immediately corrected and should not follow the normal course below.

7.5.2 Upon completion of the initial inspection, if a second inspection is necessary, it shall be scheduled generally no more than 30 days after the first inspection.

7.5.3 Upon completion of the second inspection, if a third inspection is necessary, it shall be scheduled generally no more than 14 days after the second inspection.

7.5.3.1 A re-inspection fee will be sent to the owner or authorized agent regardless if the inspection should pass or fail.

7.5.4 Upon completion of the third inspection, if a fourth inspection is necessary, it shall be scheduled generally no more than 14 days after the third inspection.

7.5.4.1 A re-inspection fee will be sent to the owner or authorized agent regardless if the inspection should pass or fail.

7.5.4.2 A citation that requires the respondent to appear shall be issued if the inspection should fail.

7.5.5 Inspections of the facility shall continue until all fire and life-safety hazards identified have been corrected.

8 After-Hours Inspections

8.1.1 The Inspectional Services Division will conduct inspections of occupancies of high risk or with large capacities on a periodic basis. The inspections will occur during high-peak periods, which typically occur outside of normal working hours.

8.1.2 The Fire Marshal will determine the frequency and schedule for the after-hours inspections.

8.1.3 After-Hours inspections will be conducted by a minimum of two Village employees.

9 Construction Inspections



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9.1 Change of Occupancy / Change of Ownership / Construction Finals

- 9.1.1 Final inspections are conducted to ensure that all Fire Department requirements related to the occupancy have been met.
- 9.1.2 These inspections are normally scheduled by the Community Development Department.
- 9.1.3 The inspector must attempt to determine the type of business that will occupy the space to ensure all fire and life-safety code requirements are met.
- 9.1.4 All fire protection and detection systems must be tested and approved prior to approving occupancy.
- 9.1.5 The inspector shall not approve occupancy until all fire and life-safety code requirements are met. Conditional occupancies will only be granted when extenuating circumstances exist.

9.2 Fire Protection and Detection Systems

- 9.2.1 All work on fire protection and detection systems must have the proper permits. A copy of the permit and approved plans shall remain onsite throughout the project.
- 9.2.2 These systems shall be tested and inspected in accordance with the applicable codes and standards.

10 Complaints

- 10.1 Any member of the Department that receives or witnesses a fire code complaint should make an effort to have the issue resolved.
- 10.2 If the complaint requires further intervention, a work order shall be created in the Village's Service Request (Accela) database.
- 10.3 The work order will be forwarded to the Fire Marshal, who can then assign it to an inspector.
- 10.4 The inspector shall promptly accept the assignment and begin to investigate the complaint.
- 10.5 If the complaint requires an inspection, the follow-up should adhere to the Inspection Policies and Procedures listed in Section 7.



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10.6 The work order shall be closed or deferred (if pending further action) within the timeframe specified in the Accela database. Work orders shall not be allowed to become “past due.”

10.7 Life Safety or Imminent Hazards

10.7.1 Life safety or imminent hazards shall be ordered immediately corrected.

10.7.2 During business hours, the Fire Marshal should be contacted regarding any life safety or imminent hazards discovered.

10.7.3 During non-business hours, the Shift Commander shall be notified and investigate any life safety or imminent hazards discovered. The Shift Commander will contact the Fire Marshal if necessary. A follow-up Accela work order should be created.

11 Fire Watch

11.1 When deemed necessary by the Fire Marshal, a fire watch may be instituted at a facility as a temporary measure to identify and control fire hazards, raise an alarm of fire, and notify the fire department.

11.2 The fire watch may be conducted by Department members.

11.3 Members performing a fire watch shall wear Department issued uniform.

11.4 Members shall continuously survey the building or event throughout the fire watch and take necessary actions to protect the occupants and facility.

12 Public Education

12.1 All public education programs shall be requested through the Public Education Officer.

12.2 The Fire Chief, Deputy Chief, Fire Marshal and Public Education Officer shall evaluate each public education opportunity and determine Department participation.

12.2.1 Once a program has been approved, the Public Education Officer may, if necessary, schedule a sufficient number of personnel from the Public Education Team to meet the requirements of the event. The Public Education Team is composed of suppression personnel on an as-needed basis and a list of qualified individuals will be maintained by the Public Education Officer.

12.2.2 All personnel involved in public education outreach shall be made aware of the goals and objectives of the Fire and Life Safety Program.

12.3 Public Education Programs



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12.3.1 Station Tours

12.3.1.1 Station tours will primarily be scheduled through the Public Education Officer. However, all members of the Department shall be aware that a public group may enter the firehouse at any time and must be prepared to take the time to run a station tour.

12.3.1.2 Personnel must meet the group at the front door and discuss expectations of the tour, including what to do in the event the crews are dispatched to a call.

12.3.2 Block Parties

12.3.2.1 All members of the Department may be requested to attend a block party.

12.3.2.2 Personnel must maintain professionalism during block party and be aware of his or her surroundings to assure that children are safe at all times and that parents/caregivers are close by. Remind residents that alcohol is prohibited on or near the apparatus.

12.3.3 School Fire and Life Safety Program

12.3.3.1 This program is run by the Public Education Officer with the approval of District's 54, and 59 School Administration and principals of the private schools in Elk Grove Village.

12.3.3.2 The Public Education Officer shall determine the goals of the program and develop lesson plans accordingly.

12.3.4 Building Evacuation Training

12.3.4.1 The Department may review a facility's emergency evacuation plan and provide recommendations based on best practices and Elk Grove Village emergency response procedures; however, the facility will be responsible for developing the emergency evacuation plan.

12.3.4.2 When requested, the Fire Marshal shall train the facility's emergency evacuation team members on the evacuation process as described in the emergency evacuation plan.

12.3.4.3 When requested, the Department will witness evacuation drills at the facility.

12.3.5 Home Safety Visits



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12.3.5.1 Home Safety Visits will typically be scheduled through the Department administrative offices.

12.3.5.2 Home Safety Visits shall be conducted by a minimum of two Department personnel.

12.3.5.3 A waiver must be signed by the homeowner prior to conducting the visit.

12.3.5.4 The visits are intended to help the homeowner identify safety concerns within their home and assist them with mitigating those hazards. Smoke and Carbon Monoxide alarms shall be checked for functionality. Batteries, replacement alarms, or additional alarms will be provided based on availability.

12.3.6 Other public education programs and miscellaneous community requests for Department involvement shall be handled in accordance with Section 12.2.

12.3.7 Additional public education programs may be developed based on risks determined within the community.

13 Administration

13.1 All overtime/compensation forms shall be forwarded to the Fire Marshal as soon as possible following the event worked for approval.

13.2 Mileage/Travel reimbursement requests shall be completed at no longer than monthly intervals.

Written by: Jason Staidl Approved by: Richard J. Mikel
Fire Marshal Richard J. Mikel, Fire Chief

Date Submitted: 11/21/2019 Date Approved: 01/03/2020

