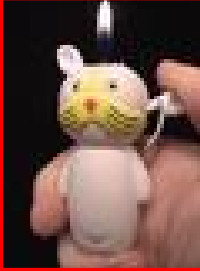




KFIPP



Kansas Fire Injury Project is a project of
 Kansas Department of Health and Environment
 Health Promotion Bureau
 Injury Prevention Section

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Thank you to the KENTUCKY RESIDENTIAL Guide, November 2002, Kentucky Injury Prevention and Research Center, Lexington, KY

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Introduction and Overview

Welcome to the Kansas Fire Injury Prevention Program (KFIPP) program, a CDC funded program designed to reduce the number of deaths and injuries related to fires in Kansas homes.

Since 1998, CDC has funded smoke alarm installation and fire safety education programs in high-risk communities—those with fire death rates higher than state and national averages and median household incomes below the poverty level.

An informal sample of program homes found that 1,164 lives potentially have been saved thus far. Program staff have enrolled more than 166,500 homes and installed almost 296,000 long-lasting smoke alarms in high-risk homes, targeting households with children ages five years and younger and adults ages 65 years and older. Fire safety messages have reached millions of people as a result of these programs.

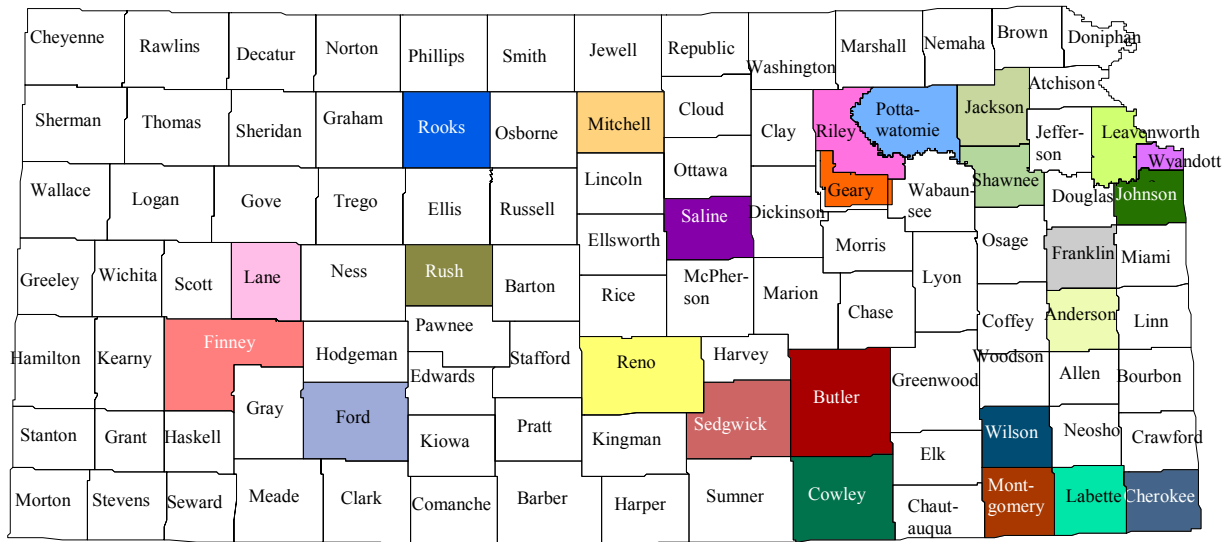
Based on the success of these programs, CDC awarded five-year cooperative agreements to 13 states in 2001 to install long-lasting, lithium-powered smoke alarms and to provide fire-safety education in homes in high-risk communities. They

include: Alabama, Alaska, Georgia, Kansas, Kentucky, Minnesota, Mississippi, New York, North Carolina, Oklahoma, South Carolina, Virginia, and Washington. In 2002, 3 additional states (Arkansas, Massachusetts, and Montana) were added, bringing the total number of CDC-funded states to 16.

<http://www.cdc.gov/ncipc/factsheets/fireactivities.htm>

When an agreement has been reached to fund your organization under this project, you will work with Marilee Brown, the Kansas Department of Health and Environment KFIPP Program Coordinator. Marilee is the member of the state project staff who is primarily responsible for communicating with you, coordinating the delivery of supplies for your program and collecting periodic program reports and updates. If you have questions about any part of the project, contact Marilee at 785-268-7290 or mbrown@kdhe.state.ks.us.

KFIPP Grantee Counties By Year



2001-2002 KFIPP Grantee Counties

- Butler County
- Ford County
- Johnson County
- Reno County
- Sedgwick County

2002-2003 KFIPP Grantee Counties

- Anderson County
- Franklin County
- Lane County
- Reno County
- Wilson County

2003-2004 KFIPP Grantee Counties

- Labette County
- Leavenworth County
- Mitchell County
- Montgomery County
- Saline County
- Sedgwick County

2004-2005 KFIPP Grantee Counties

- Cowley County
- Jackson County
- Riley County
- Rooks County
- Rush County
- Shawnee County

2005-2006 KFIPP Grantee Counties

- Shawnee County
- Reno County

2006-2007 KFIPP Grantee Counties

- Cherokee County
- Geary County
- Sedgwick County
- Shawnee County

2007-2008 KFIPP Grantee Counties

- Cowley County
- Finney County
- Montgomery County
- Pottawatomie County
- Wyandotte

The Successful KFIPP Project Will:

- 1. Build collaborative partnerships / train workers*
- 2. Work closely with local media*
- 3. Install smoke alarms*
- 4. Provide fire safety education to smoke alarm recipients*
- 5. Conduct community fire safety education programs*
- 6. Keep accurate records*



Project Coordinator's Oversight

- Building partnerships with other community agencies: public health, fire service, senior citizens' centers, schools and family resource centers, etc.
- Finding a media partner willing to help support the project and develop an agreement.
- Obtaining fire prevention materials and smoke alarms educational materials for homes where alarms are installed and other opportunities selected for your community.
- Maintaining an accurate inventory of the smoke alarms allocated to your project.
- Training local installers (coordinate training sessions with state project coordinator).
- Conducting fire safety programs.
- Installing the smoke alarms in homes in the community.
 - Provide fire safety education to the residents of homes receiving alarms
- Working with local media and local organizations to promote fire safety
- Keeping records of all fire safety programs, including media items
- Submitting regular reports to the state project coordinator

While an occasional lost alarm is understandable, major inventory problems may result in the loss of further funding, or even an official investigation. For this reason, alarms should be tracked in a systematic way. The number of alarms given to individual installers or installation teams should be recorded, along with the number installed by each team and the number returned. If any malfunctioning alarms are found they should be returned to the state coordinator, not thrown away. This project is funded with federal funds - taxpayer dollars - so it is important to be able to account for the materials bought with project funds.



1 Building Partnerships With Community Agencies

There are several advantages to working with other groups.

First, it spreads the work around. Many of the lead local agencies are volunteer groups, such as volunteer fire departments, and their members are already busy with plenty of other jobs before they even start with a local KFIPP project. Having other groups available to provide help can make the workload more manageable.

A message that they hear from many different sources makes a much bigger impression on people than does one they hear from just a few people. Your community may expect to hear fire safety messages from their fire department, but if they also receive the same message from their local radio stations and newspapers, and from Scouts signing up people for smoke alarms at a local business, they are more likely to pay attention. When it seems like everyone else is doing something, people want to be a part of it. The more groups and organizations you can get to spread the message, the more likely people are to hear it and take it seriously.

There are many potential partners in every community. Decide what you need done, and then figure out who can help you do it. Remember, the goal isn't just to install smoke alarms; it's to change an entire community so that everyone takes fire safety seriously.

It helps to know a little bit about the group you are dealing with, and what their mission is.

Different organizations want different things.

- A local service club may help you just to benefit the community.
- Businesses often look for good public relations opportunities and media exposure
- Youth groups may be earning status or awards by helping perform community service projects

You may consider partnering with:

- Schools, PTO
- Family resource centers
- Senior citizens' groups
- Churches and religious groups
- Businesses
- Service clubs: Jaycees, Kiwanis, Rotary Club, Lions
- Scouts
- Safe Kids groups

If you know what motivates a group, you can usually find something in your project that they can do that will meet both their needs and yours. Not everyone will agree to help you, but you can probably find several good partners in your community if you talk with other local organizations.

Media partners are particularly important. Media is a great way to publicize your project and spread the message about fire safety with news stories, ads and PSAs, as well as letters to the editor. The most important things to remember are to start recruiting media partners early, and to work closely with them. **You can never have too much good press.**

Locating and enrolling eligible members of the community so that they can receive smoke alarms may require collaboration with some of the following:

- Local health department
- Senior citizens' groups
- Schools
- Family resource centers
- Day care centers
- Service clubs
- Community action groups
- Social services agencies
- SRS
- Centers for Independent Living

Potential partners in my community to help with:

- Training volunteers _____
- Installation _____
- Paperwork _____
- Publicity _____
- Referrals _____



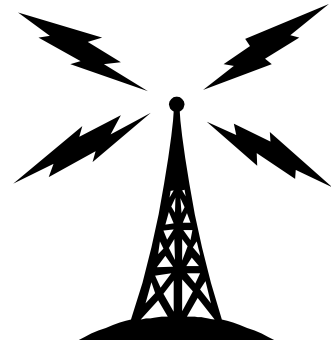
2 Working With Local Media

Local media can provide information about your smoke alarm installation program, and tell people how to enroll to receive smoke alarms. Additionally, the media can reach the people who can and will install their own smoke alarms if they believe that they need them. Part of the KFIPP in each community is to serve as a catalyst to those people to purchase and install their own smoke alarms. We also want to teach them ways to prevent fires from starting in their homes. Local newspapers and radio stations, cable TV systems and even local broadcast TV stations can all help teach people about fire safety and the need for smoke alarms.

Tell the Media in Advance

If you are planning a major event let the media know the following information:

- Who, and what organization, is releasing the advisory
- What will be happening
- Who will be involved in it
- Where it will be happening
- When it will be happening
- How it will be done (a few details of the event)
- Why it is being done (and why it's important)
- Whether there will be a chance for reporters to do interviews, take photographs or do both.



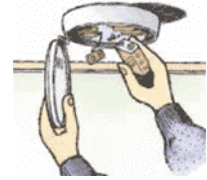
Send out the media release at least seven days before your event; ten to fifteen days in advance is even better. Don't send it out too early, however, since it may be forgotten. It is also a good idea to follow up with telephone calls to your local media a day or two before the event, to remind them about it and ask if they need any special accommodations, such as a reserved spot for a photographer or electrical power for a TV camera.

If a life is saved

If a life is saved by a smoke alarm in your community, you should notify all local media outlets. Even if the alarm wasn't installed through the KFIPP, a local smoke alarm success story will encourage more people to sign up for free smoke alarms. If the alarm was installed through the program, that is especially important. In that case, contact your state coordinator as well as your local news media.



3 Installing the smoke alarms



Studies have shown that simply giving out smoke alarms to people does not provide much protection.

- Many of those who receive alarms forget to install them
- Take the batteries out for some other use and forget to replace them
- Put the alarms in a location where they won't work properly or where they will be set off by steam from cooking or bathing.

To solve these problems, the KFIPP doesn't give out alarms to individuals. Instead, volunteer installers from the local community actually install the alarms in homes that need them. That way we can be sure that the alarms were installed properly and that they were operating normally when they were installed.

The most at risk for fire/burn are:

- People who are over 65
- People with disabilities
- People with low incomes
- Children

NOTE:

Businesses/Apartments are not eligible for KFIPP smoke alarms.

Selecting and Training Installers

Your organization will need to provide individuals who can install smoke alarms in homes in your community. These individuals do not have to be firefighters; they can be members of auxiliary organizations, service clubs, other public safety agencies or just citizens interested in serving their communities. The primary installers must be at least 18 years old, although you can have youth volunteers assist them with installations if you wish to do so. Individuals who actually install the alarms need to be trained.

Remember that your installers will be representing both your organization and the state project team when they enter homes. Try to select individuals who are neat and well groomed, polite and comfortable talking to people. Honesty and competence are essential, too. Since installers are responsible for providing fire safety education and keeping records as well as installing smoke alarms, individuals who are able to do these things well should be included in each installation team.

Enrolling Households



Before smoke alarms can be installed, eligible people who need smoke alarms must learn about the program and agree to have the installer come into their homes. This process will be referred to as enrollment.

During the enrollment process a resident who is at least 18 years of age fills out the top portion of the Smoke Alarm Enrollment and Installation Record form and requests that free smoke alarms be installed in his or her home.

Enrollment doesn't have to be done by your organization. In some communities, local businesses have helped by keeping enrollment forms at their counters and allowing customers to enroll while they are in the business. The business then holds the forms until someone from the local organization doing the program picks them up, or mails them to that organization.

You can reach many people in your community who may need smoke alarms through your local health department. If your health department is willing to help enroll residents for you they can help you reach homes with small children by referring participants in their WIC and prenatal care programs.

Day care centers, pre-school programs, public and private schools and family resource centers operated by school districts are very good ways to reach families with young children in your community. Many of these organizations are already working to keep children safe and are willing to work with you to promote fire safety.

You can often reach low-income residents through programs such as food banks, heating assistance programs and community action programs. Older residents can often be enrolled through the help of local senior citizens' centers. Churches and religious organizations are also good sources of enrollments, either from their own members or from community service activities sponsored by youth groups or service programs affiliated with them.

In addition to finding organizations that can help you by conducting enrollments as part of their normal operations, you may also be able to find groups that will help you do enrollments through door-to-door canvassing, or by setting up an enrollment table or booth at public events and

popular locations in your community. Scout troops, church or religious organization youth groups, and groups like the Farm Bureau are all potential sources of help. Service clubs such as the Civitan Club, JayCees, Kiwanis, Lions Club, Rotary Club, and others may also be willing to help you enroll residents in your community.

Door-to-Door Canvassing

Some local organizations choose to conduct door-to-door canvassing programs to locate residents in their communities who need smoke alarms. This activity works best in areas where homes are fairly close together.

There are two types of canvassing programs. In the first type, the goal is to sign up residents for the program but to have the smoke alarms installed at a later time by an installation team. This method works best in areas where there are a lot of homes but only a fairly small number of them need smoke alarms.

The other method involves enrolling residents and installing alarms on the same visit. This method works well when the people doing the canvassing are also trained installers, and where the number of homes where smoke alarms will be needed is expected to be high. By doing installations as they go, the teams avoid the need to return to the same area later.

Doing the Installation

It is required that all smoke alarms provided to residents by this program be installed by an installer representing the program. Some residents will ask for alarms, but want to install the alarms themselves. This is not acceptable, as there is no way to be certain that they will actually remember to install the alarms and be able to install the alarms properly. If a resident is not willing to have the alarms installed by someone from the local project team, or install them themselves in the presence of someone from the local project team, they should not be given smoke alarms.

Install with a partner

Installing with a partner allows two sets of eyes to learn the layout of the house, and allows one to install while the other is completing paperwork and discussing fire prevention and fire escape plans.

Having two or more installers on a team also helps the installation process go more smoothly. While this is sometimes inconvenient for volunteers, who may be installing a few alarms at a time at odd hours, it makes the process safer and more efficient for the installers. Since they will be going into private homes throughout the community, having installers work as a team has several benefits. It helps reduce the chance that an installer will be unfairly accused of taking or damaging someone's property while doing an installation. It also reduces the chance of an attack on an installer by a person or animal, and provides help if an incident or injury does occur.

The First Member Of The Installation Team Must Be Able To:

Stand on a stepladder

Work a screwdriver

Identify correct alarm placement.

Number of Alarms to Install

Goal of this program : to adequately cover each house that requests alarms. Install as many alarms as needed to insure adequate coverage. This requires at least one alarm on every floor and outside every sleeping area. In some homes where a person sleeps with the door closed, smokes or has a disability, an alarm may be needed inside the bedroom.

Homes That Already Have Working Alarms

If a home already has a working smoke alarm, replace the old alarm or install a KFIPP alarm on the same level in a different area of the home.

Before Installation

- Activate Alarm
- Install Smoke Alarm

Install on the ceiling or 6 to 8 inches below the ceiling on sidewalls.

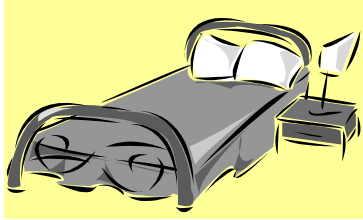
Many deadly gases rise; installing your smoke alarms at the proper level will provide you with the earliest warning possible.



Install the alarm in or near the living area on a floor with no bedrooms. If a stairway leads to an upper story, install the alarm in the path where smoke would travel up the stairs.

Most home fires start in living areas - the den, family room or living room.

Install smoke alarms outside each sleeping area.



IF you sleep with the bedroom door open, the alarm in the hall outside will detect a fire in the bedroom or elsewhere.

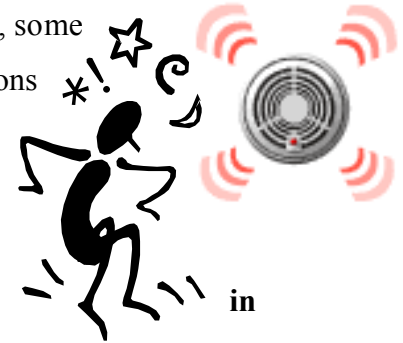
IF you sleep with your bedroom door closed, if you smoke in the bedroom, if there is a TV, air conditioner, or other major appliances in the bedroom that might start a fire consider installing smoke alarms both inside and outside the sleeping area.

Many fatal fires begin late at night or in the early morning.

Install smoke alarms on every level of your home, including the basement.

In multi-story homes, fires on a floor level without a smoke alarm can grow to dangerous conditions before sufficient smoke can rise in a stairway to set off an alarm on the upper floor.

False alarms from smoke alarms can be irritating. When irritated, some people disconnect or destroy the smoke alarm. Avoiding installations near kitchens, garages, bathrooms, furnaces, fireplaces and wood burning stoves can minimize nuisance false alarms.



In order for a smoke alarm to work properly avoid installation

- Dead air spaces where ceiling and wall meet.
- Near air supply registers and near ceiling fans.

The Second Member Of The Installment Team Must Be Able To:

Fill out enrollment/release of liability form and survey form

Discuss fire escape plans

Discuss fire prevention

KFIPP Paperwork

Every installation should begin with a Smoke Alarm Enrollment and Pre Survey Form. The enrollment form must be completed and signed by a resident of the household who is at least 18 years old. Forms are available in Spanish and English.

If canvassing is being done, and alarms are being installed as households are enrolled, installers should be sure that the enrollment section of the form has been completed and signed before they begin. If a person wants to receive free smoke alarms but does not want to sign the form the installation should not be done, since the form contains a release of liability

statement and the signed installation form is the installers' only proof that they were invited into the home.

If enrollments are taken in advance, the local project coordinator should note which installer(s) a particular home has been assigned to on the form. The local coordinator should also make a record of the address and telephone number, the name of the resident requesting the installation, and the installer(s) to whom the job was assigned. This will let him or her keep track of what homes have been enrolled and whom they have been assigned to for installation.

Enrollment Form:

- Pink copy to recipient
- Yellow copy to coordinator
- White copy coordinator sends to KDHE



It is not required that local organizations maintain copies of the installation forms once the original (white) copy has been returned to KDHE, but it is suggested that it be retained for several years, because they contain the signed waiver and other information that might be useful if a claim or charges of improper conduct were made against the organization or an installer.

Survey

The survey has a number stamped on the top. Keep the enrollment form and the survey form together. Be sure to inform the recipient that after six months someone from KDHE will call to make sure the alarm is still working.

- Make sure to complete every question on the survey.
- Please mark only one response for each question. Ask the resident to choose one best answer.
- If the resident absolutely is unable to select an answer, please leave the question blank.
- Correct answers to survey questions 10-12:
 - Question 10: Turn off heat and cover with a tight lid
 - Question 11: Apply cool, but not cold, water

Question 12: Monthly

Be sure to enter the correct date of installation on the survey form.

Please tell the resident that in six or more months KDHE will call them to do a follow-up survey. At that time the recipient will be asked:

- How is the smoke alarm working?
- Have you had a fire since the installation?
- Do you have a fire escape plan?
- The answers to questions 10-12 will be reviewed.

Inform the resident the alarm may malfunction or may not last 10 years it is necessary to test the alarms monthly by pressing and holding the test button.

Fire safety education for the smoke alarm recipients

Smoke Alarms:

- What the alarm sounds like
- How to recognize a low-battery alert
- Who to contact for a replacement
- How to test and maintain the alarm
- What to do if the smoke alarm sounds



Home Fire Escape Plans

- Identify two exits from every room.
- Why it is critical that they practice their plan regularly
- Be sure to include children in the fire escape plan
- Fire drills need to be practiced prior to an emergency
- Teach children not to hide from firefighters
- Help identify a family meeting place outside the home visible to firefighters

Discuss with the homeowner

- Where a fire might start in this home

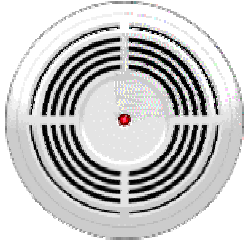
- Help identify exits available at different times of the day

Cooking safety	Don't leave food unattended even for a minute Don't cook with loose fitting sleeves
Heating safety	Don't put anything combustible near space heaters Clean chimney
Smoking safety	Don't smoke when drowsy or in bed Empty ashtrays into a coffee can and cover
Child fire experimentation	Keep lighters and matches away from children



After Installation

- Mark the date of installation on the alarm.
- Leave the instructions (Do not leave the packaging.)
- Return completed surveys and enrollment to the coordinator
- Fill out check out log (if used)



Summary of KFIPP Smoke Alarm Installation

- KFIPP Smoke alarms **MUST** be installed, not just given out.
- Activate alarms the day before installation.
- KFIPP smoke alarms cannot be installed in business facilities or in apartments or multiple rental units that are maintained by a landlord. This program provides alarms for individually owned homes.
- Write date of installation on smoke alarm.
- Test smoke alarm once it is installed.
- Encourage recipient to test alarm monthly.
- Inform recipient that the battery is designed to be non-removable and is a size that will not fit any other use.
- Don't give packaging for the alarm to the recipient. Do give product instructions.
- Install the number of alarms necessary to provide adequate coverage to the home: at least one per floor and outside each sleeping room.
- Fill out paperwork.
- Return unused smoke alarms and completed paperwork to your local coordinator.

Call Marilee Brown, Kansas Department of Health and Environment, at 785-368-7290 if you experience any problems or for further information.



4 Conducting fire safety education programs that reach the larger community

It isn't enough to have people sign up for smoke alarms and then to have someone install alarms in their home. Education is also important, both for the people who have alarms installed in their homes and for everyone else in the community. A major part of your local project should be aimed at providing education programs for various groups in your community.

Many fire departments and other local organizations already participate in safety education programs at local schools. In addition to schools, you can present fire safety programs at PTA/PTO meetings, senior citizens' centers, public events such as county fairs, or almost anywhere else a group of people is available. Most people like to hear speakers from their local fire departments and service groups, and this is especially true if the speaker is talking about ways to stay safe.

One of the major goals of the state project is for each local project to educate people in the local communities about fire safety. This education is above and beyond the residents who receive fire safety education when smoke alarms are installed in their homes.

Community Fire Safety Education Activities

There are hundreds of ways to educate people about fire safety. One group ran a fire safety booth at their local mall for several days, and set up a fire safety education display at a popular local attraction. Members of the group manned these displays and answered questions about fire safety and smoke alarms. The group also signed up residents to receive smoke alarms and provided printed fire safety information to people who wanted it.

Several groups have worked with schools in their district to do fire safety education programs, and some have even managed to get their local schools to adopt the National Fire Protection Association's (NFPA) Learn Not to Burn™ or Risk Watch™ safety curriculums. Others have held fire safety fairs, done presentations to senior citizens' groups, and found a variety of other ways to educate the public about fire safety. The types of educational activities that can be done are limited only by your imagination and the requirements listed below.

Fire safety education means more than just handing out brochures. In order to be considered a fire safety education activity, people must have the opportunity to see or hear about fire safety and to ask questions and receive additional information. There is nothing wrong with giving brochures or other printed information to participants, but just giving them a brochure is not enough to educate them about fire safety.

Targeting Your Fire Safety Education Activities

It is always a good idea to target your fire safety education activities to reach those who are most at risk from fires. Senior citizens and young children, in particular, have a very high risk of dying in residential fires. You should consider working with your local senior citizens' center, pre-schools and other groups that serve these groups to do fire safety education. If you identify other high-risk groups in your community, try to find a way to reach them with an educational program.

Improperly used space heaters are one of the most common sources of fatal household fires. You might be able to work with hardware stores and other dealers that sell space heaters to reach people who are buying them. These heaters come with warning information in the package, but many people don't read that information. If you can persuade sales people at the stores to talk to their customers about the dangers of misusing space heaters, they are more likely to remember the warnings.

Community groups and clubs, church groups and religious organizations, scout troops, schools and parents' groups—these are all groups who need to hear about fire safety. Many of these groups are looking for something new to do for their meetings. If you contact groups like these and offer to talk to their members about fire safety, you can often reach several hundred people with a few presentations.

You Don't Have to Do It All Yourself

In most communities you can find another local organization or group that wants to help serve the community. Adult and high school service clubs, scout troops, college or university fraternities and sororities, and religious youth groups are all possible sources of help with fire safety education activities. The members of these groups may not be qualified to be the main speaker for a presentation, but they can help contact other groups and schedule presentations, set up and staff fire safety education booths, and help in many other ways.

Home Fire Prevention/ Preparedness

Fires and burns continue to be a major cause of unintentional injury death at home. Particularly at risk are people with disabilities, the very young, the very old and people who are living on a very limited income.

Facts

- Deaths from fires and burns are the fifth most common cause of unintentional injury deaths in the United States (CDC 2005)
- 80 percent of all fire deaths occur in the home (U.S. Fire Administration)
- The leading cause of fire deaths is careless smoking (U.S. Fire Administration)
- Having a working smoke detector more than doubles one's chances of surviving a fire (U.S. Fire Administration)
- 3,675 people died in fires in the United States in 2005 – one person every 143 minutes. While the number of fires increased in 2005 over 2004, the number of deaths decreased 5.8 percent. (National Fire Protection Association).
- In 2005, 106 firefighters died in the line of duty in the United States – down from 117 in 2004 (U.S. Fire Administration)
- Most residential fires occur during the winter months (CDC 1998).
- Adults 65 and older are more than twice as likely to die in fires as the overall population. (U.S. Fire Administration study)

Follow the safety tips listed below to protect yourself and your family.

Smoke Alarms

- One is definitely NOT enough! Every home should be equipped with smoke alarms on every level, particularly outside of sleeping areas.
- Ensure that your smoke alarms are tested monthly and batteries are replaced twice a year. Change batteries when you change your clocks.
- Encourage children to help test the smoke alarms. Familiarize them with the sounds of the alarm(s).

Flammables

- Keep matches, lighters and candles out of reach and out of sight of children!
- Smoking is dangerous! No one should ever smoke in bed. Make sure that cigarettes/cigars are extinguished properly before dumping ashes.
- Avoid grease build-up in the kitchen and on appliances. Cooking fires are common. Don't leave food cooking on stovetops unattended.
- If a fire should occur, suffocate it with a pot/pan lid or a cookie sheet, or close the oven door.
- Around the holidays, Christmas trees are a primary concern. Consider using an artificial tree that is labeled "flame resistant." If you do use an evergreen, water it daily to keep it from drying out. Make sure to inspect stringed lights and window ornaments annually for deterioration.
- Dispose of materials from fireplaces and grills in non-flammable containers.
- Never put children to sleep in "day" clothes. Fire-retardant sleepwear can make a difference in burn outcomes.

Electrical Safety and Heat Sources

- Make sure your electrical system is not being over-taxed. This can cause a fire. Do your lights dim or flicker when extra appliances are plugged in? If you have questions or concerns, consult a certified electrician.
- Inspect wires. If you find any worn or exposed wiring from appliances, discontinue their use immediately! A fire is imminent!
- Space heaters can be dangerous if not used correctly. Make sure yours will automatically shut off if tipped over. Consult the operating instructions to make sure you are using space heaters, gas fire places, and other heat sources as intended by the manufacturer. Keep all flammable materials away from heat sources! If there are young children in the house, make sure space heaters and hot water heaters are inaccessible.
- Chimney fires are common. Have your chimney inspected and cleaned annually.
- Keep appliances unplugged when not in use.

Escaping a Fire

- Keep bedroom doors shut while sleeping. If you think there is a fire, feel the door and knob for heat before opening.
- Have an escape route for each area of the home and a designated meeting place outside.
- Draw a map—one that's easy for all members of the family and visitors to understand.
- When planning for a family with young children, be sure to teach them not to hide from fire or smoke and to go to firefighters who are there to help them.
- All children should be familiar with the ideas of "crawling underneath the smoke" to escape a fire. "Stop, drop and roll" is another safety principle that must be ingrained into children's minds.
- Multi-storied buildings are of special concern. Ensure that everyone is familiar with how to use an escape ladder if necessary.
- Make sure every sleeping room has two means of escape in the event of a fire. Windows provide a secondary means of escape. Ensure they are in proper working order, are not painted shut, and guards are able to be disengaged in case of fire and escape is necessary through that window.
- Everyone must understand that once you escape, you must never reenter a burning building—no matter what you might have left behind.
- Call emergency responders (911) from a neighbor's house.
- Make sure to practice your escape plan periodically. It will be easier to remember in case of an emergency.
- Young children should know their street address and last name (and, of course, how to dial 911).
- After you've planned for the family, don't forget the pets. Alert firefighters about your pets. Don't rely on window or door decals to alert firefighters—such decals are often found to be outdated. In the event your pet suffers from smoke inhalation, rush the animal to the vet.



5 Reports: Keeping records of all fire safety programs, media advertisements and news stories, and other programs related to the project

Instead of simply purchasing approved equipment and turning in the receipts for reimbursement, or conducting one activity and submitting a short report, agencies coordinating local KFIPP projects have to maintain records of what they did, when and where they did it, and how many people they reached by doing it. This information is used to justify continued funding for the program from CDC. The CDC project staff also use this information to help educate the US Congress to continue funding the project.

Quarterly Reports

Quarterly reports are due to KDHE:

January 31, 2010 - April 30, 2010 - July 31, 2010 - October 31, 2010

The quarterly report includes:

- 1. Interim accomplishment form (numbers form)**
- 2. Program overview narrative report**
- 3. Expenditure reimbursement for funds**

(Funds must be spent down by August 15, 2010)

1 Instructions for completing the Interim accomplishment form

Number of Homes Canvassed:

Count people directly approached or reached by phone as well as the number of times a return visit was made for any project related reason.

Number of Alarms Installed and Number of Homes that Received Alarms

Count only homes adequately covered. Adequately covered will be considered "adequately covered" by NFPA's standard which recommends one smoke alarm on every habitable level of the home and inside every sleeping area.

Number of Fires in Program Homes, Resulting Injuries/Deaths/Lives Saved

Not necessary that fire department be called. Residents should be encouraged to notify the program when a fire occurs.

Interim accomplishment form

Monthly Totals

For (project name) _____

County Smoke Alarm Installation				
Program Monthly Totals				
Time Period: November 2009 – September 2010				
Month	# Canvassed	# Households	# SA Installed	Fires in Program Homes
Nov – 2009				
Dec – 2009				
Jan – 2010				
Feb – 2010				
Mar – 2010				
April – 2010				
May – 2010				
June – 2010				
July – 2010				
Aug – 2010				
Sept – 2010				
TOTALS				
Month	# of Fires in Program Homes	# of Injuries	# of Fatalities	# of Injuries Averted/Lives Saved
Jan – 2010				
Feb – 2010				
Mar – 2010				
April – 2010				
May – 2010				
June – 2010				
July – 2010				
Aug – 2010				
Sept – 2010				
TOTALS				

2

Instructions for completing the Narrative Report

Please submit the following typed information. You may use the same information used on the narrative section of your grant application to begin this report.

Statement of Need

In this section you have the opportunity to explain why your organization and community need a grant of smoke alarms. Describe the problem in your own words, and include specific examples if possible. If there are other resources in the community, such as a smoke alarm project being run by another organization, explain why there is a need for an additional project, and how the two projects would work together.

- List the primary person who is supervising your project

Project Plan

- Who are you targeting to receive smoke alarms
- Number of smoke alarms distributed to date
- Where recipients sign up or call to enroll in the program
- Who is doing the installation of the alarms
- What education is provided to households that receive smoke alarms
- Who will provide that education. How many groups have been addressed: date/how many people in audience/type of audience (i.e. seniors, students etc.)
- How does your project cooperate with any other residential fire safety projects operating in your community
- Name of the media organization you are partnering with and media outreach to date. (Attach copies of newspaper articles, and any other outreach to date.)
- Any training or site visits project staff attended

3 Instructions for Completing the Affidavit of Expenditures

Completion Instructions for CATEGORICAL PROGRAMS

Affidavit of Expenditures

- A. Print or type the name of the community/organization receiving the grant award. Please include the organization's phone number.
- B. Print or type the reporting period, listing the months covered by the Affidavit. Please do not designate the quarter as 1st, 2nd, 3rd, or 4th, due to the conflict between federal, state, and local fiscal years. Instead, give dates, such as October 1, 2002 – March 30, 2003.
- C. Record in the appropriate space(s) the actual expenditure amounts under the appropriate columns.

Expenditure Classifications: In the following categories, please be sure to indicate **"In-Kind Amount"** for those amounts that have been provided by your organization (or by an organization other than KDHE) during this reporting period, to indicate the actual amounts that you are requesting from KDHE under "Grant Amount" (according to amounts submitted in your original budget—totals of all expenditure reports should equal amounts given in your proposed budget) and that **"Total Amount"** represents the total of "Local Match Amount" and "Grant Amount" for each category.

1. Salaries: Record in the appropriate space(s) the actual salaries including fringe benefits paid to employees during this reporting period that are chargeable to the project. NOTE: All salary amounts charged must be supported in your agency accounting records by the individual employee time sheets.

2. Travel: Record in the appropriate space(s) any authorized travel during this time period chargeable to the project. NOTE: Please include travel and accommodations for up to two people to the KFIPP Grantee Meeting in Topeka. (This is allowed through the project and should be itemized under the "Grant Amount" column.

3. Supplies: Record in the appropriate space(s) the expenses incurred for supplies during this time period.

4. Other: List any additional costs that were incurred in areas listed on your original "Proposed Budget." Please label individual expense items that were incurred during this reporting period (just as you did when completing the "Proposed Budget" form).

5. Total: Total the form by adding lines 1 through 4 under each column for the Affidavit Total. (NOTE: The amounts in Local Match Amount column plus Grant Amount column should equal the total in Total Amount column). The total listed under "Grant Amount" will be the amount that you are requesting reimbursement for.

- D. **Sign/Date:** The proposed budget must be signed and dated by a person authorized by the community/organization identified at the top of the page.

CATEGORICAL PROGRAMS Affidavit of Expenditures

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

CATEGORICAL PROGRAMS AFFIDAVIT OF EXPENDITURES

GRANTEE NAME: _____ PHONE: _____

REPORT PERIOD: October 1, 2009 to _____

GRANT TITLE: KFIPP Grant

Expenditure Classification	(No local match is required for this grant)	Grant Amount	Total Amount
1. SALARIES (Including Fringe Benefits)		KFIPP \$ WILL BE PAID OUT OF THIS COLUMN	
2. TRAVEL			
3. SUPPLIES			
4. OTHER (List each item & cost)			
5. AFFIDAVIT TOTAL (Add lines 1-4)			

The above amounts are in agreement with the agency official accounting records. Individual employee time reports are maintained and filed documenting time charged to this project.

AUTHORIZED SIGNATURE: _____ MUST BE ORIGINAL SIGNATURE/FAX OR EMAIL WILL NOT BE ACCEPTED

DATE: _____

SFY 2006 AFFIDAVIT

**Attach additional sheet(s) as necessary.*

KDHE USE ONLY:
Audited By:



Record Keeping

Keep a record of

- Media reports of your project (send copies of print articles with your report)
- Number of flyers and brochures distributed
- Public education presentations: who presented, number attending, where presented
- Smoke alarm inventory and distribution
- Any reported problems

Inventory

It is important that you keep track of the smoke alarms issued to your organization, and be able to account for them. You are not required to use the Smoke Alarm Inventory form included in Appendix C: Forms, but it is available if you wish to use it. Whatever method you use, you should have some type of written inventory of the smoke alarms and materials provided to your organizations. You do not have to submit a copy of the inventory to KDHE on a regular basis, but the project staff may examine it if a question is raised about the accuracy of the inventory.

RECEIPT FOR SMOKE ALARMS

By signing below, I acknowledge that I have received the indicated number of lithium battery powered smoke alarms from the Kansas Injury Prevention Program(KFIPP) on the date shown. I acknowledge that these alarms will be installed in accordance with my organization's agreement with KDHE.

Number of Alarms: Boxes: _____

Recipient: Recipient (Sign): _____

Recipient Title: Date: _____

KFIPP Rep. (Sign): _____

Problem Reports

A Problem Report should be submitted whenever a serious problem occurs with the project. This might be a serious complaint made by a resident who received (or who did not receive) smoke alarms, a smoke alarm that did not work during a fire, or any other problem that effects the local project in a serious way. Filing a project report is not going to mean a loss of funding or other penalty for your project, as long as reasonable efforts are made to correct the problem. The purpose of the Problem Report is to let the state project staff know that you might need help with a problem, and to help us learn from problems that occur so that we can help other programs avoid them in the future.

Questions About Reporting and Record-Keeping

If you have a question about any report, or about record-keeping for the project in general, please call Marilee Brown at 785-368-7290 or email mbrown@kdhe.state.ks.us for assistance answering your question or assisting you in solving the problem.

If additional forms are required at any point, the state project staff will provide them. You can copy most of the forms in this section. Do not copy the Smoke Alarm Enrollment and Installation Record form or the Pre survey. You can obtain additional copies of those forms from Marilee Brown.

After completing report forms, please take a moment to review them to make sure that they are complete and accurate before you submit them. Review the survey and installation forms completed by personnel working on those parts of the project, as well as your media and educational activities records, to be sure that they are properly completed. If a signature is requested, please be sure that the form is signed; a printed name (unless it is the person's legal signature) or a unit or badge number is not sufficient.

Smoke alarm interim accomplishment form

Report may be mailed:
KDHE [mbrown@k](mailto:mbrown@kdhe.state.ks.us)
Marilee Brown
1000 SW Jackson, Suite 230
Topeka, KS 66612-1274

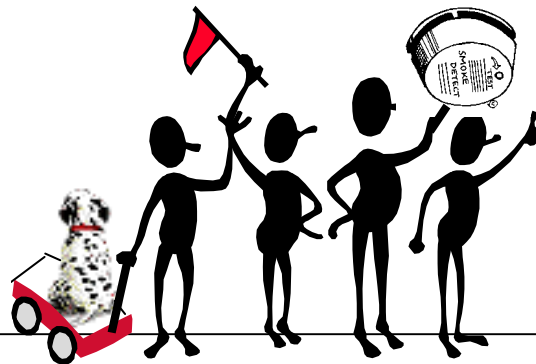
Or emailed
dhe.state.ks.us
(The Affidavit can not be emailed or faxed.)

Summary

This manual is intended to be a guide that you can use to help you perform the duties of a local project coordinator for the Kansas Fire Injury Prevention Program (KFIPP) project. Your organization has agreed to participate in the project. We want it to be a successful one—for you, for your organization and for your community. This guide was written with that goal in mind.

FOR A SUCCESSFUL PROJECT REMEMBER TO:

- *Build collaborative partnerships / train workers*
- *Work closely with local media*
- *Install smoke alarms*
- *Provide fire safety education to smoke alarm recipients*
- *Conduct community fire safety education programs*
- *Keep accurate records*



The local coordinator has one of the most important roles in the project. It is up to you to keep your local project on track, to insure that installers are trained, households enrolled in the project, alarms installed, media messages produced, and records kept. It is a big job, and not necessarily an easy one. It has one great benefit, however—if you do the job well, you can make a tremendous difference to the status and community image of your organization, and to the safety of people in your community. Good luck!

R resources

In addition the information provided in this guide, and the information available from KDHE, there are numerous other sources of fire safety information, educational materials and related items. Some of those sources are listed below. This is not an exclusive list; there are many other good sources of fire safety information and materials that were not included on this list.

Fire Education Association of Kansas (FEAK) ksffa.com/FEAK/feak

Professional organization established to:

- Assist Kansas communities promote fire and life safety education.
- Provide opportunities for training, education and interventions to those people. Dedicated to fire and life safety education and awareness.
- Provide a fire and life safety network for the exchange of ideas and resources.

FireSafety.Gov www.firesafety.gov

An informational resource for eliminating residential fire deaths.

for Citizens

Get a Smoke Alarm
Make an Escape Plan
Practice Fire Safety
Residential Fire Sprinklers
What to do After a Fire
Statistics

Fire prevention resources for America's career and volunteer Fire Service.

Coloring pages, puzzles and games that teach kids how to stay safe from fire.

Resources to help get fire prevention messages into news stories.

Home Safety Council www.homesafetycouncil.org

The Home Safety Council® (HSC) is the only national nonprofit organization solely dedicated to preventing home related injuries that result in nearly 20,000 deaths and 21 million medical visits on average each year. Through national programs, partnerships and the support of volunteers, HSC educates people of all ages to be safer in and around their homes.

- *Free* high quality public education materials

**Kansas State Fire Marshal's
Office Youth Firesetting Program**

kdheks.gov/y-fire/index.htm

The Y-Fire Program of the Kansas Department of Health and Environment (KDHE) was created to:

- Help prevent children from starting fires.
- Intervene with youths known to have started fires.
- Supports Y-FIRE coalitions across the state.
- Provide resources and materials for parents, teachers, childcare providers, and fire service personnel.

National Fire Protection Association (NFPA)

www.nfpa.org



Public safety education

From life-saving campaigns to training programs to special hazards guides, NFPA educational efforts protect lives and property and are an established resource for fire, electrical, and life safety instruction.

- NFPA's mascot, [Sparky the Fire Dog®](#), hosts his own Web site featuring family safety activities
- [Risk Watch®](#) is NFPA's school-based program addresses the leading causes of injury and death among children.
- As the sponsor of [Fire Prevention Week](#) each October, NFPA works with safety officials to educate the public about fire safety and prevention.
- Developed by NFPA and the Centers for Disease Control and Prevention, [Remembering When®](#) addresses the leading causes of injuries among older adults.
- NFPA produces quality [safety education materials](#) including posters, booklets, brochures, and award-winning videos and films.

Information resource

NFPA is the premier resource for fire data analysis, research, and analysis. This data helps guide educational outreach, support the work of NFPA Technical Committees, and frames the fire-loss picture for organizations, the media, and the general public.

- The [Fire Analysis and Research](#) division produces a wide range of annual reports and special studies on all aspects of the nation's fire problem.

Safe Kids Worldwide

www.safekids.org

Safe Kids Worldwide is the first and only international nonprofit organization dedicated solely to preventing unintentional childhood injury.

Safe Kids Kansas

www.kdheks.gov/safekids

Safe Kids Kansas Inc., is a Coalition of over 60 statewide and regional organizations and businesses dedicated to preventing unintentional injuries to Kansas children ages 0-14.

US Fire Administration

www.usfa.dhs.gov

As an entity of the Department of Homeland Security's Federal Emergency Management Agency, the mission of the USFA is to foster a solid foundation in prevention, preparedness, and response by providing national leadership to local fire and emergency services through:

- data collection
- public education
- research and training

KANSAS SMOKE ALARM STATUTE

31-162**Chapter 31.--FIRE PROTECTION****Article 1.--FIRE SAFETY AND PREVENTION****31-162. Same; installation of smoke detectors required; limitations on enforcement; certain evidence inadmissible; insurance payments not affected.**

(a) Every single-family residence shall have at least one smoke detector on every story of the dwelling unit.

(b) Every structure which:

(1) Contains more than one dwelling unit; or

(2) contains at least one dwelling unit and is a mixed-use structure, shall contain at least one smoke detector at the uppermost ceiling of each interior stairwell and on every story in each dwelling unit.

(c) The owner of a structure shall supply and install all required smoke detectors. The owner of a structure shall test and maintain all smoke detectors, except inside rental units, the occupant shall test and maintain all smoke detectors after taking possession of the dwelling unit.

(d) The smoke detectors required in dwelling units in existence on January 1, 1999, may either be battery-powered or wired into the structure's electrical system, and need not be interconnected. The smoke detectors required in dwelling units constructed after January 1, 1999, shall be wired permanently into the structure's electrical system.

(e) For purposes of this act, manufactured homes as defined in K.S.A. 58-4202, and amendments thereto, shall be subject to the federal, manufactured home construction and safety standards established pursuant to 42 U.S.C. § 5403 in lieu of the standards set forth herein. Owners and occupants of such manufactured homes shall be subject to the testing and maintenance standards for smoke detectors required under this act.

(f) Officials responsible for the enforcement of the smoke detector act shall not enter a dwelling unit solely for the purpose of determining compliance with the provisions of the smoke detector act except when:

(1) Conducting an inspection prior to the issuance of an occupancy permit or building permit;

(2) responding to a report of a fire in a dwelling unit, except in cases of a false alarm; or

(3) conducting, at the request of the owner or occupant, a home safety inspection.

(g) Evidence of the failure of any property owner to provide an operational smoke detector in a residence as required by this section shall not be admissible in any action for the purpose of determining any aspect of civil liability.

Evidence of the failure of any occupant to properly maintain a smoke detector as required by this section shall not be admissible in any action for the purpose of determining any aspect of civil liability.

(h) The provisions of the smoke detector act shall not constitute grounds for the purpose of offsetting, reducing or denying the payment of amounts due under any contract for or policy of insurance.

History: L. 1998, ch. 66, § 14; July 1.

2009-2010

KFIPP Pre Survey

Contact: Date	
1	____/____/____ : ____
2	____/____/____ : ____
3	____/____/____ : ____
_____ Completed	_____ Refused
	_____ No answer after 3 tries

1. What is the primary language in your home? English
 Spanish Vietnamese
 Other _____
2. How many people live in your home?

3. What are the ages of the people who live in your home?

4. How many people that live in your home have a disability? _____
5. How many people in your home would need help getting out in case of fire?

6. Do you have smoke alarms in your home?
 Yes No
7. Have you tested them in the last six months? Yes No
8. Do you have a fire escape plan?
 Yes NO
9. Have you practiced your fire escape plan at least once in the last 6 months?
 Yes No
10. Does anyone smoke inside the home?
 Yes No Don't know

Please discuss the correct answers with the resident after he/she answers each question.

10. What would you do if a grease fire starts on the stove?

1. Thrown water on it
2. Throw the pan in the sink
3. Turn off heat & cover with tight lid
4. Don't know/other

11. How do you treat a burn or scald?

1. Apply butter to the burn
2. Apply ice to the burn
3. Apply cool, but not cold, water
4. Don't know/other

12. How often should you test your smoke alarm?

1. Monthly
2. Once a year
3. Twice a year
4. Don't know/other

County _____

Name of Installer _____

Optional:

Resident comments: _____
