



MI Prevention Program Standard Operating Guideline Non-Grant



CONTACT:

Kymberly Pashkowsky, MI Prevention - Program Manager

Phone: 616-250-4147

Email: PashkowskyK@michigan.gov

PURPOSE:

The purpose of this standard operating guideline (SOG) is to provide guidance and direction for implementing smoke alarms, CO detectors and hearing-impaired alert systems through the MI Prevention program.

DEADLINE:

The deadline to install these alarms are designated by each donor and will be outlined when you receive your supply from MI Prevention. Restrictions are limited to the State of Michigan with proper instructions when given alarms.

DEFINITIONS:

- MIP-DMS: MI Prevention's Data Management System (DMS), an online application used to capture and manage all client, smoke alarm and CO detectors requests and installation data.
- Home Safety Assessment (HSA): A comprehensive fire safety evaluation of a residential dwelling taking place as part of the MI Prevention program and documented in the MIP-DMS forms.
- Home Safety Assessment Team: Two or more members of MI Prevention and/or partnering fire departments and agencies that will install smoke alarms and CO detectors in residential dwellings and perform home safety assessments as part of the MI Prevention smoke alarm campaign.
- Participating Agency: Any organization or fire department that receives a MI Prevention smoke alarm and/or CO detector.
- Smoke Alarm Campaign kit (SACK): A kit that includes smoke alarms and CO detectors, MI Prevention introduction letter, SOG's, parameters letter and access to the MIP-DMS app to be used for implementing the MI Prevention Data program.

- “2 In/2 Out” – Two (2) members of MI Prevention and/or any partnering agency or fire department will enter and leave the resident home together for their safety.

SCOPE:

MI Prevention and participating agencies will comply with the terms of MI Prevention’s SOG set forth by the Michigan State Fire Marshal’s office, the Bureau of Fire Services as outlined in this SOG and parameters letter included with all alarms.

RESPONSIBILITIES:

1. MI Prevention and partnering agencies will provide fire safety education while in the resident’s home.
2. MI Prevention and partnering agencies will complete the HSA in the MIP-DMS app with the resident.
3. MI Prevention and partnering agencies will install smoke alarms in appropriate locations in the home (one in each bedroom, one outside sleeping areas, and at least one on each level of the dwelling) and educate the homeowner on smoke alarm function and maintenance.
 - a. The goal is up to 6 alarms per home, however, there are no restrictions to number of alarms per household.
 - b. All alarms must be documented in the MIP-DMS system.
4. MI Prevention and partnering agencies will install CO detectors in an appropriate location in the home and educate the homeowner on CO detector function and maintenance.
 - a. One CO per home or One CO per level of dwelling, based on level of risk.
 - b. MI Prevention and partnering agencies will complete the proper documentation in the MIP-DMS app.
5. MI Prevention and partnering agencies will maintain an accurate inventory of smoke alarms and CO detector.

OPERATING GUIDELINES:

Participating Fire Department or Installation Partner:

1. Request and receive alarms.
2. Follow the SOG’s and parameters of MI Prevention smoke alarm program.
3. Identify community partners, perform community outreach, and develop public relations to promote the MI Prevention Program.
4. Ensure that the proper documentation is entered in MIP-DMS system to comply with State Fire Marshal’s, Bureau of Fire Services rules and regulations.

Home Safety Assessment Team:

1. Ensure all alarms and supplies for appointments are ready.
 2. Comply with the 2 In/2 Out requirement to ensure the safety of the home safety assessment team.
 3. Give the smoke alarm manufacturing instructions to each homeowner.
 4. Educate the resident(s) on how to test the smoke alarm each month.
 5. Educate the resident on “Close the bedroom door” safety message.
 6. Provide the educational component of the HSA to resident(s), ensuring that the survey results are fully and properly documented using the MIP-DMS app.
7. Complete the HSA form with the resident using the MIP-DMS app.
- a. In the event a minor hazard is discovered, attempt to rectify situation and educate the homeowner.
 - b. If a fire or safety hazard is found that can't be rectified on site:
 - i. Communicate the finding with the homeowner.
 - ii. Document the finding in the “Notes” section of the MIP-DMS form.
 - iii. The fire or safety hazard detail in the notes section will be forwarded to Kymberly Pashkowsky, MI Prevention Program Coordinator, via email at PashkowskyK@michigan.gov and a follow up will be completed.
8. **Install smoke alarms in all required areas of the home (one in each bedroom, one outside sleeping areas, and at least one on each level of the dwelling).**
9. Remove old/non-functional smoke alarms as needed.
- a. If a previous hard-wired system is in place, do not remove alarms.
 - b. If additional alarms are required (i.e. alarms are out-of-date), install new smoke alarms alongside hard-wired ones as designated above.
10. Document in the MIP-DMS app the number of working smoke alarms found in residence and number of new smoke alarms installed.
11. Have the resident sign the MIP-DMS form and attempt to obtain an email address for follow-up.

SMOKE ALARM AND CO INVENTORY:

1. The MIP-DMS app keeps an inventory of your alarms.
2. MIP-DMS develops reports in excel for the needs of the Bureau of Fire Services and fire departments.
3. Partnering agencies are responsible for utilizing MI Prevention's webpage using the Smoke Alarm Request Form, MIP-DMS Smoke Alarm install links and other MI Prevention Program educational literature.

The Bureau of Fire Services will be responsible for coordination of delivery of additional smoke alarms and CO alarms to the partnering agencies along with updating the webpage to be a resource for your educational needs towards your Community Risk Resource efforts.