

SAFETY REFERENCE PLANS & GUIDELINES

(To be completed with the 10-Year Survey Report)
Health/Life Safety Code for Public Schools
Based on 23 Illinois Administrative Code 180
Section 180.120 Safety Reference Plans

The following Safety Reference Plan description is a step the Illinois State Board of Education requires in the Annual Fall Regional Office of Education Inspection. It is important to note that these plans must be “as built” plans. Most districts will have these plans already available within the district, but one set will need to be kept in the building.

Safety reference plans shall serve as a means of indicating the safety-related conditions of a facility, as an aid in developing emergency exit plans, and in other circumstances where reference to overall layouts is necessary.

- a) Each local school board shall maintain up-to-date safety reference plans for all facilities owned or used by the district for any school purpose. These plans shall reflect all additions, alterations and other changes to these facilities that affect the arrangement, use, rated capacity, student capacity, or other information required to be shown thereon. Each set of safety reference plans shall include
 - 1) A site plan meeting the requirements of subsection (e) of this Section;
 - 2) Schematic floor plans as described in subsection (f) of this Section;
 - 3) An attic plan meeting the requirements of subsection (h) of this Section, if required pursuant to subsection (g) of this Section; and
 - 4) Such additional drawings and or schedules as may be necessary to effectively describe the nature and operational characteristics of the facility in question.
- b) Safety reference plans shall be drawn to scale, using a medium suitable for reproduction and revision. Each safety reference plan and any revision thereto shall be titled, dated, signed, and certified by the architect or engineer responsible for its preparation.
- c) Two complete sets of safety reference plans shall be provided for each facility, one to be kept by the board of education in a safe place and one to be kept on the site to which it applies.
- d) Whenever safety reference plans are completed or updated, they shall be submitted to the regional superintendent for review and approval.
- e) Each site plan shall be drawn to a scale sufficient to show the required information clearly and legibly, and shall include a legend. The site plan shall include the location and identification of the following:
 - 1) Highways, boulevards, avenues, or streets bordering the site;
 - 2) Each building or other structure on the site;
 - 3) Each building located on adjacent property less than 75 feet away from a school building;
 - 4) Public fire hydrants and municipal fire alarm boxes adjacent to or on the site;

- 5) Utility supply services (water, gas, electricity, etc.) leading into the site and into each building or other structure, their size, and the location of shut-offs for each such service;
 - 6) Primary walkways, fire lanes, and bus loading and unloading zones;
 - 7) Play areas and automobile parking areas, and the surfacing material of each;
 - 8) Landscaping or other materials or areas on the site that might impede ingress or egress;
 - 9) Fences and gates, and their respective heights;
 - 10) Elevation with respect to sea level and location with respect to floodways and floodplains; and
 - 11) Unusual terrain.
- f) Each schematic floor plan shall be drawn for one floor of a building to a scale sufficient to show the required information clearly and legibly, and shall include a legend. Each floor plan shall include the following information:
- 1) Identification of each fire area shown on the Plan and a statement establishing the height in stories, construction type, protection classification and Plan classification of each such fire area.
 - 2) The elevation of each floor level with respect to the floor level of the lowest street floor. The street-floor plan shall show the difference in elevation between its floor level and the grade level outside at each point of ingress-egress from the building to a point 12 feet from the building line.
 - 3) The location of all-existing or proposed partitions and walls, the identification of those partitions and walls required to have a fire resistance rating, and the rating so required.
 - 4) The identification of each room and space as to its occupancy and use.
 - 5) The designation of the rated population capacity and student enrollment capacity for each floor and each occupied room or space thereon.
 - 6) The identification of the areas protected or proposed to be protected by a sprinkler and/or fire detection system.
 - 7) The location, arrangement and width of each stairway, ramp, fire resistive passageway, fire escape and slide escape that serves as a required means of exit, and of each corridor, passageway, primary egress aisle or balcony that provides the required path of travel to each such exit.
 - 8) The location, direction of swing, width, type, and where required, fire rating of each door located in the path of travel to a required exit or serving as part of a required exit.
 - 9) The locations of vertical openings and the existing or proposed protection for such openings.
 - 10) The existing or proposed locations of fire alarm boxes, fire alarm horns and lights, exit lights, emergency lighting, and fire alarm control panel.
 - 11) The location of primary air distributing or re-circulating fans and designation of the areas served by each such fan.
 - 12) Location and identification of fuel-burning equipment (both permanent and moveable).

- 13) On the basement plan, or lowest street-floor plan if no basement exists, the location and height of service tunnels and under-floor crawl spaces, along with the existing or proposed method of separating such tunnel and spaces from adjacent occupied spaces.
- g) A plan shall be included for each attic:
- 1) that is used, or can be used, for storage purposes; or
 - 2) that is of combustible construction and used as an open-plenum chamber; or
 - 3) that has an average clear height from the top of the ceiling below to the underside of the roof joint or slab (if no joists exist) of more than 42 inches.
- h) Each attic plan shall show:
- 1) The construction of the roof and ceiling;
 - 2) The slope of the roof and such other details as necessary to illustrate the size and arrangement of the attic;
 - 3) Access doors, ducts and other openings into the attic and existing or proposed protection for such openings;
 - 4) Existing or proposed fire-stopping for subdividing attics;
 - 5) The existing or proposed automatic protection (sprinkler or fire detection) and the area to be protected.

(Source: Amended @ 22 Ill. Reg. 12514, Effective July 6, 1998)