

GUIDE TO FIRE SAFETY



Date_____

Incident Number_____

Shift Commander_____

(815)482-7640

There when you need us, protecting and caring for you and your loved ones as our own.

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PREPLANNING

Knowing what fire hazards exist, is the best way to prevent a fire from occurring. Preplanning also helps decrease the impact a fire can have. This booklet contains information on how to prevent a fire from starting and how to prepare if a fire was to occur.

AUTOMATIC FIRE SPRINKLER SYSTEMS

- ❖ These systems attack a fire in its early stages by spraying water only on the area where the fire has begun. Consider including sprinkler systems in plans for new construction and installing them in existing homes.



CARBON MONOXIDE DETECTORS

- ❖ Carbon monoxide, or “CO,” is an odorless, colorless gas that can kill you. CO is found in fumes produced any time you burn fuel in cars or trucks, small engines, stoves, lanterns, grills, fireplaces, gas ranges, or furnaces. CO can build up indoors and poison people and animals who breathe it.
 - Guard against carbon monoxide (CO) poisonings as by installing carbon monoxide alarms in your home. CO alarms should be installed outside each sleeping area. Install alarms on every level of the home. It is best to use interconnected alarms. When one sounds, all CO alarms in the home sound.
 - Follow the instructions on the package to properly install the CO alarm.
 - Test CO alarms at least once a month.
 - Replace CO alarms according to the instructions on the package.
 - Know the sounds the CO alarm makes. It will sound if CO is detected. It will make a different sound if the battery is low or if it is time to get a new CO alarm.
 - If the battery is low, replace it.
 - If the CO alarm sounds, you must get fresh air. Move outdoors, by an open window or near an open door. Make sure everyone in the home gets to fresh air. Call the fire department from a fresh air location. Stay there until help arrives.
- ❖ **Prevent CO poisonings**
 - When warming a vehicle, move it out of the garage. Do not run a fueled engine indoors, even if garage doors are open. Make sure the exhaust pipe of a running vehicle is not blocked. Clear snow away.
 - During and after a snowstorm, make sure vents for the dryer, furnace, stove and fireplace are clear of snow build-up.
 - Clear all debris from dryer, furnace, stove, and fireplace vents.
 - A generator should be used outdoors. Use in a well-ventilated location away from windows, doors, and vent openings.
 - Gas or charcoal grills can produce CO. Only use them outside.
 - Have heating equipment and chimneys inspected by a professional every year before cold weather sets in.



- Open the damper when using a fireplace for adequate ventilation.
- Never use your oven or stove to heat your home.

❖ **Symptoms of CO poisoning**

- The most common symptoms of CO poisoning are headache, dizziness, weakness, upset stomach, vomiting, chest pain, and confusion. CO symptoms are often described as “flu-like.” If you breathe in a lot of CO it can make you pass out or kill you. People who are sleeping or drunk can die from CO poisoning before they have symptoms.

❖ **Who is at risk from CO poisoning?**

- Everyone is at risk for CO poisoning. Infants, the elderly, people with chronic heart disease, anemia, or breathing problems are more likely to get sick from CO. Each year, more than 400 Americans die from unintentional CO poisoning not linked to fires, more than 20,000 visit the emergency room, and more than 4,000 are hospitalized.

❖ **How can I prevent CO poisoning in my home?**

- Install a battery-operated or battery back-up CO detector in your home and check or replace the battery when you change the time on your clocks each spring and fall. Have your heating system, water heater, and any other gas, oil, or coal burning appliances serviced by a qualified technician every year. Do not use portable flameless chemical heaters indoors. If you smell an odor from your gas refrigerator have an expert service it. An odor from your gas refrigerator can mean it could be leaking CO. When you buy gas equipment, buy only equipment carrying the seal of a national testing agency, such as Underwriters’ Laboratories.

EVACUATION PLAN

- ❖ Once a fire has started, there is no time to plan how to get out. Sit down with your family today, and make a step-by-step plan for escaping a fire.

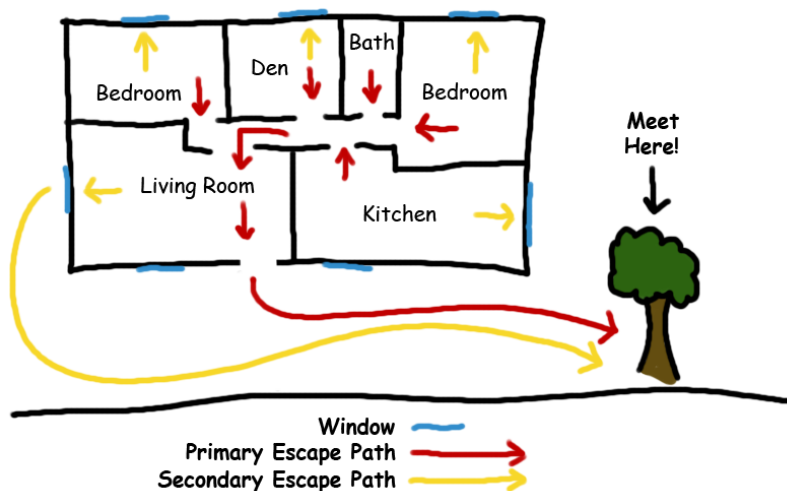
❖ **Plan your escape route**

- Draw a floor plan of your home marking two ways out of every room - especially sleeping areas. Discuss the escape routes with every member of your household.
- Agree on a meeting place, where every member of the household will gather outside your home after escaping a fire to wait for the fire department. This allows you to count heads and inform the fire department if anyone is missing or trapped inside the burning building.
- Practice your escape plan at least twice a year. Have a fire drill in your home. Appoint someone to be the monitor, and have everyone participate. A fire drill is not a race. Get out quickly, but carefully.
- Make your exit drill realistic by pretend that some exits are blocked by fire, and practice alternative escape routes, Pretend that the lights are out and that some escape routes are filling with smoke.
- Be prepared by making sure everyone in the household can unlock all doors and windows quickly, even in the dark. Windows or doors with security bars need to be equipped with quick-release devices and everyone in the household should know how to use them.

- If you live in an apartment building, use stairways to escape. NEVER use an elevator during a fire. It may stop between floors or take you to a floor where the fire is burning. Some high-rise buildings may have evacuation plans that require you to stay where you are and wait for the fire department.
- If you live in a multi-story house and you must escape from an upper story window, be sure there is a safe way to reach the ground, such as a fire-resistant fire escape ladder. Make special arrangements for children, older adults and people with disabilities. People who have difficulty moving should have a phone in their sleeping area and, if possible, should sleep on the ground floor.
- Test doors before opening them. While kneeling or crouching at the door, reach up as high as you can and with the back of your hand touch the door, the knob, and the crack between the door and its frame. If you feel any warmth at all, use another escape route. If the door feels cool, open it with caution. Put your shoulder against the door and open it slowly. Be prepared to slam it shut if there is smoke or flames on the other side.
- If you are trapped, close all doors between you and the fire. Stuff the cracks around the doors to keep out smoke. Wait at a window and signal for help with a flashlight or by waving a light colored cloth. If there is a phone in the room, call the fire department and report exactly where you are.

❖ Get out fast

- In case of a fire, don't stop for anything. Do not try to rescue possessions or pets. Go directly to your meeting place, and then call the fire department from a neighbor's phone, a portable phone, or an alarm box. Every member of your household should know how to call the fire department.
- Crawl low under smoke. Smoke contains deadly gases, and heat rises. During a fire, cleaner air will be near the floor. If you encounter smoke when using your primary exit, use an alternative escape route. If you must exit through smoke, crawl on your hands and knees, keeping your head 12 to 24 inches (30 - 60 centimeters) above the floor . . . and stay out.
- Once you are out of your home, don't go back for any reason. If people are trapped, the firefighters have the best chance of rescuing them. The heat and smoke of a fire are overpowering. Firefighters have the training, experience, and protective equipment needed to enter burning buildings.



FIRE EXTINGUISHERS

- ❖ A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority for residents is to get out safely.

❖ Safety tips

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word PASS:
 - Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
 - Aim low. Point the extinguisher at the base of the fire.
 - Squeeze the lever slowly and evenly.
 - Sweep the nozzle from side-to-side.
- For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
- Choose a fire extinguisher that carries the label of an independent testing laboratory.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher trainings.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape. Every household should have a home fire escape plan and working smoke alarms.



SECURING PERSONAL BELONGINGS

- ❖ Disasters happen when we least expect. It is important to safeguard financial, legal and personal information by storing originals or copies of important documents in a safe deposit box in a financial institution or a home fireproof safe. The following is a list of documents to consider:

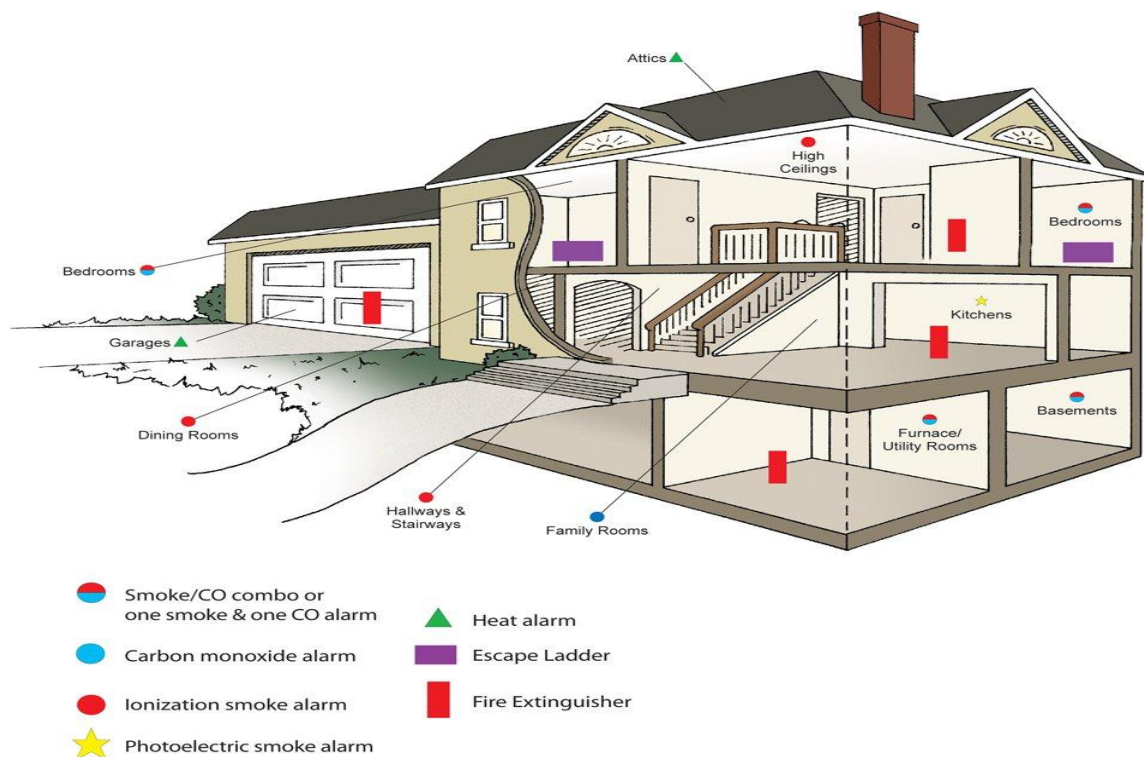
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|------------------------------|---|
| • Insurance policies | • Children's school records and keepsakes |
| • Medical and dental records | • Irreplaceable photos, videos, etc. |
| • Vehicle registration | • Insurance identification cards |
| • Vehicle insurance records | • Membership cards/records |
| • Birth certificates | • Coin, stamp or other collections |
| • Passports | • List or photos of your home inventory |
| • Social security cards | • Plane tickets and travel documents |

☐ SMOKE DETECTORS

❖ Smoke detectors are a key part of a home fire escape plan. Roughly 3 out of 5 fire deaths happen in homes with no smoke alarms or the alarms are not working. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly. Be sure to place smoke alarms on every level of your home, outside of sleeping areas and inside each bedroom. Make sure that your batteries in all alarms are fresh and working.

❖ *Safety Tips*

- Install smoke alarms inside and outside each bedroom and sleeping area.
- Install alarms on every level of the home. Large homes may need extra alarms.
- It is best to use interconnected smoke alarms. When one smoke alarm sounds they all sound.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- There are two kinds of alarms. Ionization smoke alarms are quicker to warn about flaming fires. Photoelectric alarms are quicker to warn about smoldering fires. It is best to use both types of alarms in the home.
- A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 feet (3 meters) from the stove.
- People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- Replace all smoke alarms when they are 10 years old.



Common Fire Hazards

□ APPLIANCES

❖ Floor furnace

- Avoid lint build-up by vacuuming the floor furnace and the area around it regularly.
- Keep children away from the grill, as it gets very hot.
- Avoid fires - don't place rugs, furniture or combustible items over or near the grill and do not block the airflow.

❖ Wall furnace

- Clean inside the burner compartment of built-in, vented wall furnaces once a month during the heating season to prevent lint build-up or in accordance with the manufacturer's instructions.
- Never place combustible items on or near the appliance or vent.

❖ Central gravity furnace and central forced-air heating

- Keep furnace heat registers free of obstructions.
- Don't store items nearby that might stop or restrict airflow.
- Many gas furnaces use air from the indoors to operate. Lint, dust and pet hair carried by air, or items stored in or around the furnace can block or restrict airflow. In order to operate safely and efficiently, your gas furnace must be kept free of dust and lint build-up and other obstructions stored near the furnace. Never store or use flammable products, such as newspapers, flammable liquids or cleaning products near the furnace.
- Most forced-air furnaces have a filter that cleans the air before heating and circulating it throughout the home. Inspect your filter monthly for lint build-up during periods of furnace use. Clean or replace the filter if necessary. Replacing filters often can improve appliance efficiency and reduce your energy consumption.
- When installing a new or cleaned filter, be sure to re-install the front panel door of the furnace properly so it fits snugly. Never operate the furnace without the front-panel door properly in place because doing so may create the risk of carbon monoxide poisoning.
- Most new forced-air furnaces have a safety (interlock) switch that prevents furnace operation when the filter compartment door/panel is not in place.
- Note: some older forced-air furnaces do not have a safety switch and can be operated with the filter compartment door or panel off or not properly in place.



❖ Unvented Space Heaters

- Always install and use unvented space heaters in accordance with the manufacturer's instructions.
- Unvented space heaters should never be the main source of heat for heating a home.

❖ **Space heaters**

- Use a space heater that has been tested to the latest safety standards and has been certified by a nationally recognized testing laboratory. These heaters have the most up-to-date safety features. Older space heaters may not meet newer safety standards. Always follow the manufacturer's directions for proper use.
- Place the heater on a level, hard, nonflammable surface, such as a ceramic tile floor.
- Keep the heater at least three feet away from bedding, drapes, furniture, and other flammable materials.
- Keep children and pets away from space heaters.
- Turn the heater off if you leave the area.
- Never leave a space heater on when you go to sleep.
- Don't place a space heater close to any sleeping person.
- Never use gasoline in a kerosene space heater, as even small amounts of gasoline mixed with kerosene can increase the risk of fire.
- Don't use portable propane space heaters indoors or in any confined space unless they are specifically designed for indoor use.

❖ **Hot water heaters**

- Remove paper, accumulated dust or other combustibles from the heater enclosure.
- Extinguish the pilot light before using flammable liquids or setting off aerosol bug bombs.
- If the device is in the garage, raise it so the pilot light is 18 inches above the floor. This helps prevent ignition of gasoline vapors that collect near the floor.
- Consider installing an automatic gas-shutoff valve which stops the flow of gas if the ground moves or if gas flow increases dramatically. The valve, which costs around \$300, prevents fires when a gas line breaks due to flood, earthquake or other disaster.
- You may also want to insulate the first 6 feet of the hot water pipe and the first 3 feet of the cold water pipe that extends from your hot water tank. Insulating the hot water pipe reduces heat loss and insulating the cold water pipe reduces "sweating" in the summer. You can find pipe wrap insulation for this purpose in most hardware stores.
- Do not use pipe wrap or any other insulation within 6 inches of the draft hood or flue exhaust vent at the top of the natural gas water heater.

CHIMNEY FIRES

❖ **Use & Maintenance**

- Have your chimney cleaned and inspected annually by a professional.
- Clean the fireplace frequently.
- Use a protective screen or cap on top of the chimney.
- Keep fireplace hearths clear of combustibles.
- Open the damper completely before lighting a fire and keep air vents open while the fire is lit.
- Use seasoned woods only (dryness is more important than hard wood vs.



soft wood considerations).

- Build smaller, hotter fires that burn more completely and produce less smoke.
- Never burn cardboard boxes, wrapping paper, trash or Christmas trees; these can spark a chimney fire.
- Avoid using flammable liquids to ignite a home fire. Charcoal lighter fluid is not safe for fireplace use.
- Never leave a home fire unattended.

□ COOKING

❖ **Cooking fires by the numbers based on 2007-2011 annual averages:**

- Unattended cooking was by far the leading contributing factor in these fires.
- Two-thirds (67%) of home cooking fires started with the ignition of food or other cooking materials.
- Clothing was the item first ignited in less than 1% of these fires, but these incidents accounted for 15% of the cooking fire deaths.
- Ranges accounted for the largest share (57%) of home cooking fire incidents. Ovens accounted for 16%.
- More than half (55%) of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves.
- Frying poses the greatest risk of fire.
- **Source:** NFPA's "Home Fires Involving Cooking Equipment" report

❖ **Cooking tips**

- Never leave cooking food unattended – stay in the kitchen when frying, grilling or broiling food. If you have to leave the kitchen, even for a second, turn off the stove.
- Check your food regularly while cooking and remain in the home while cooking.
- Use a timer so you'll remember that the stove or oven is on.
- Don't wear loose clothing or dangling sleeves while cooking.
- Keep the kids away from the cooking area. Enforce a "kid-free zone" and make them stay at least three feet away from the stove.
- Keep anything that can catch fire - pot holders, oven mitts, wooden utensils, paper or plastic bags, food packaging, and towels or curtains—away from your stove, oven or any other appliance in the kitchen that generates heat.
- Clean cooking surfaces on a regular basis to prevent grease buildup.
- Consider purchasing a fire extinguisher to keep in your kitchen. Contact your local fire department to take training on the proper use of extinguishers.
- Always check the kitchen before going to bed or leaving the home to make sure all stoves, ovens, and small appliances are turned off.
- Install a smoke alarm near your kitchen, on each level of your home, near sleeping areas, and inside and outside bedrooms if you sleep with doors closed. Use the test button to check it each month. Replace all batteries at least once a year.
- **Source:** <http://www.redcross.org/news/article/Avoid-Kitchen-Fires-Use-Red-Cross-Tips>

❖ **Grilling by the numbers:**

- In 2012, 16,900 patients went to emergency rooms because of injuries involving grills.
- One of every six (16%) home structure fires in which grills were involved in ignition, something that could catch fire was too close to the grill.
- Overall, leaks or breaks were factors in one of every five reported grill fires.
- Gas grills contribute to a higher number of home fires overall than their charcoal counterparts.
- Source: NFPA's "Home Fires Involving Cooking Equipment," by Marty Ahrens, November 2013



❖ **General grilling tips**

- Propane and charcoal BBQ grills should only be used outdoors.
- The grill should be placed well away from the home, deck railings and out from under eaves and overhanging branches.
- Keep children and pets away from the grill area.
- Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- Never leave your grill unattended.

❖ **Propane grills**

- Before you use your grill for the first time each year, be sure it's in working order and ready to use. A few simple guidelines can help.
- Check the major connection points between the gas (propane) tank hose and the regulator and cylinder, and where the hose connects to the burners. Tighten if loose.
- Check the gas (propane) tank hose for the potential (gas) leaks. To do that:
- Turn the propane tank on. Apply a light soap and water solution to the hose using a brush or spray bottle. If there is a gas leak, the propane will release bubbles around the hose (big enough to see).
- Once you've determined your grill has a gas leak by smell or by administering the soapy bubble test and there is no flame, turn off the gas tank and burners. If the leak stops at that point, get the grill serviced by a professional before using it again. If the leak doesn't stop, call the fire department immediately.
- If you smell gas while cooking, move away from the grill and call the fire department immediately. Do not move the grill.
- Source: <http://www.nfpa.org/safety-information/for-consumers/outdoors/grilling/grilling-safety-tips>

❖ **Deep Fryer**

- Hot oil may splash or spill during the cooking. Contact between hot oil and skin could result in serious injury.
- A hot oil spill can happen with fryers designed for outdoor use using a stand. The fryer could tip over or collapse causing the hot oil to spill. Newer countertop units using a solid base appear to reduce this risk. NFPA does not believe the risks of either type of turkey fryer to be acceptable because of the large amount of hot oil involved and the speed and severity of burns.

- In deep frying, oil is heated to temperatures of 350° Fahrenheit or more. Cooking oil is combustible. If it is heated above its cooking temperature, its vapors can ignite.
- Propane-fired turkey fryers must be used outdoors. If rain or snow hits the hot cooking oil, the oil may splatter or turn to steam, leading to burns.
- Turkeys must be completely thawed before placing in the fryer, because a partially thawed turkey will cause the oil to splatter causing serious burns.
- The fryers use a lot of oil, about five gallons. Considering the size and weight of the turkey, extreme caution must be taken when placing and removing the turkey from the fryer to be sure it is not dropped back into the fryer, splattering the oil on the chef

ELECTRICAL

❖ Electrical cords

- Plug only one cord into an electrical outlet
- Use properly rated extension cords(interior or exterior use)
- Never leave cords in foot traffic areas or underneath rugs or carpet
- Never wrap cords around objects or rest furniture on cords
- Never use damaged or frayed cords
- Never attach cords to the wall or baseboard using nail and/or staples
- Never place cord near sources of water

❖ Cell phone chargers

- Use manufacturer of phone issued charger
- Charge completely
- Beware of aftermarket charging cords
- Never leave charger plug into an outlet when not charging your device
- Never place your charging device on paper products, clothing and/or bedding



HOLIDAY DECORATIONS/ACTIVITIES

❖ New Years & July 4th

- It's illegal to possess fireworks in Illinois
- Only celebrate with legal and approved fireworks and always have a hose or water source nearby.
- Sparklers burn at 1200 degrees F.
- Never pick up fireworks that may be leftover, they may be still active

❖ Halloween

- Make sure exits are not blocked by decorations.
- Try to use battery or electric powered candles. If you use traditional candles, make sure they are at least 1 foot from any combustible object.
- Use battery powered candles in jack o lanterns.
- Make sure children stay in groups when trick or treating and try to stay on the same side of the street as long as possible to avoid crossing traffic.
- If using candles in bags only use battery powered candles to ensure the bags do not start on fire.

❖ **Thanksgiving**

- Thanksgiving is the peak day for home cooking fires. See cooking section for more information.

❖ **Christmas**

-Picking the tree

- If you have an artificial tree, be sure it is labeled, certified, or identified by the manufacturer as fire retardant.
- Choose a tree with fresh, green needles that do not fall off when touched.

-Placing the tree

- Before placing the tree in the stand, cut 1" - 2" from the base of the trunk.
- Make sure the tree is at least three feet away from any heat source, like fireplaces, radiators, candles, heat vents or lights.
- Make sure the tree is not blocking an exit.
- Add water to the tree stand. Be sure to add water daily.

-Lighting the tree

- Use lights that have the label of an independent testing laboratory. Some lights are only for indoor or outdoor use, but not both.
- Replace any string of lights with worn or broken cords or loose bulb connections. Connect no more than three strands of mini string sets and a maximum of 50 bulbs for screw-in bulbs. Read manufacturer's instructions for number of LED strands to connect.
- Never use lit candles to decorate the tree.
- Always turn off Christmas tree lights before leaving home or going to bed.



-After Christmas

- Get rid of the tree when it begins dropping needles. Dried-out trees are a fire danger and should not be left in the home or garage, or placed outside against the home. Check with your local community to find a recycling program. Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.
- If using extension cords make sure they are rated for indoor use.
- Never leave candles burning unattended.
- Keep lit candles away from other combustibles. For example do not put a candle on the fire place mantle if you plan to have stockings near.

OPEN BURNING

❖ **Rules & Regulations**

- If you live within the Woodstock city limits or the Lakewood village limits, you would fall under either the City of Woodstock open burning ordinance or the Village of Lakewood opening burning ordinance. If you live outside the city or

village limits, you would need to follow the McHenry County open burning ordinance. All 3 are included below:

❖ City of Woodstock

-4.11.3: Prohibitions:

- The open burning of materials for waste disposal or other purposes, including, but not limited to, material such as yard waste, landscape debris, construction materials and debris, garbage, trash, or household waste, paper goods, cardboard, wood, food waste, animal waste, furniture, clothing, mattresses, appliances, and similar items and/or material is prohibited. (Ord. 09-0-62, 10-6-2009)



-4.11.4: Conditions and limitations:

- A ceremonial fire or bonfire must be supervised by an individual at least eighteen (18) years of age or older who shall be present at all times until the fire is extinguished. It is the responsibility of the individual supervising a ceremonial fire or bonfire and the property owner to verify that requirements set forth in these regulations are complied with.
- A garden hose or fire extinguisher or water source suitable for extinguishing the fire shall be available at the site of any ceremonial fire or bonfire, and such fire shall be extinguished when left unattended or abandoned.
- A ceremonial fire or bonfire is required to have a permit issued by the McHenry County department of health and the Woodstock fire/rescue district must be notified no less than forty eight (48) hours prior to the start of such fire.
- A recreational fire is permitted provided it is located at least fifteen feet (15') from any building or structure.
- Fire and smoke generated by a ceremonial fire or bonfire or recreational fire shall not cause or result in any unsafe condition.
- A ceremonial fire or bonfire or recreational fire shall not comprise or result in a nuisance, as defined in chapter 1, "Nuisances", of this title, for other property owners or residents. Pursuant to a signed complaint by the offended party, a citation may be issued for violation of the city's nuisance regulations. (Ord. 09-0-62, 10-6-2009)

-4.11.5: Exemptions:

- The restrictions set forth herein on open burning shall not apply to prescribed burns associated with ecologic restoration or natural landscape management, or burning of landscape waste for purposes of habitat reclamation, or burning associated with firefighter training.
- The restrictions set forth herein on open burning shall not apply to burning in domestic fireplaces, cooking grills, or external fireplaces, or to self-contained outdoor wood burning devices or fireplaces used in accordance with manufacturer's specifications, and when used in a manner so as not to create a

nuisance as described in chapter 1, “Nuisances”, of this title. (Ord. 09-0-62, 10-6-2009)

-4.11.6: Enforcement, violations and penalties:

- These regulations shall be in addition to the current edition of the international fire code adopted by the city of Woodstock and the McHenry County open burning ordinance. Failure to comply with these regulations may be considered a violation of this code and of the McHenry County open burning ordinance.
- Any enforcement officer of the city of Woodstock, Woodstock fire/rescue district, or McHenry County department of health is authorized to enforce these provisions. Complaints regarding violations of these regulations should be made to the Woodstock police department which will determine upon inspection whether a violation exists and if there is a need to involve the Woodstock fire/rescue district.
- Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of a petty offense and shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation is committed, and shall be subject to the fines and penalties set forth in section 1.4.1 of this code. If any person, firm, or corporation receiving a citation for violating any provision of this chapter fails to pay, settle or adjust the fine specified herein, then adjudication procedures may be initiated in accordance with title 1, chapter 7, article L of this code or with a court of competent jurisdiction, and such processes as necessary shall commence.
- A written citation may be issued to the alleged violator by any of the methods specified herein. If the violator cannot be ascertained, then the citation may be sent to the record owner of the land on which the violation occurs. The citation shall describe the nature of the violation and the amount of the fine that must be paid.
- If the person, firm or corporation cited for the violation has failed to pay, settle or adjust the fine, then such citation shall be filed in a court of competent jurisdiction and such process as necessary shall commence. (Ord. 09-0-62, 10-6-2009)

❖ **McHenry County**

-Prohibited at all times

- Burning of manure, garbage, litter, etc. on any property in McHenry County
- Burning of landscape waste within 100' of a habitable structure (i.e. residence, school, etc.)
- Burning of landscape waste within 50' of a non-habitable structure (i.e. detached garage, barn, etc.)

-Restrictions when greater than 100' from a habitable structure and 50' from a non-habitable structure.

- Only landscape waste and only on the property where the landscape waste was generated
- Only during the months of April, May, October and November (weekends only)
- Only between dawn and dusk
- Only when the winds are less than 10 mph
- Must be supervised by an individual at least 18 years of age

- A fire extinguisher, garden hose, or water source must be available by the burning site.

-500' Exemptions

- Burning of on-site generated landscape waste 500' or greater from a habitable structure is allowed:
 1. During any month of the year
 2. On any day of the week
 3. At any time of the day
- Note: All other prohibitions/restrictions apply.

-Other Exemptions

- Recreational fires, not larger than 3'x3'x3', and excludes leaves, grass or shrubbery clippings.
- Ceremonial fires (bonfires) larger than 3'x3'x3', and excludes leaves, grass or shrubbery clippings; permit required from McHenry County Department of Health.

❖ Village of Lakewood

-Prohibition

- The open burning of any materials or substances is hereby prohibited within the Village limits, other than the preparation of food on a temporary or permanent fireplace grill or barbecue pit, the recreational burning of hard landscape waste and the Village directed burning of wetlands and golf course hard landscape waste subject to the conditions and limitations contained herein.

-Definitions

- In addition to the definitions found in Appendix A of this Code, terms used in this Section 13.16, whether capitalized or not, have the following meanings:
 1. **Hard landscape waste:** Brown (i.e., seasoned/dry) stemmed branches and shrub pruning's with large stems or trunks individually exceeding two inches in diameter.
 2. **Recreational burning:** A small outdoor fire, such as a campfire, conducted as an ancillary feature of a social event, such as a picnic or outdoor conversation. The burning of hard landscape waste that is produced on the premises for the purpose of burning.

-Recreational Burning

- Recreational burning of hard landscape waste may be conducted from time to time provided that the maximum diameter of the fire circle is three feet; that the wood is burned in a permanent or portable fireplace grill designed for outdoor use or upon an incombustible surface, such as stone; that only a small amount of paper and/or brush may be used to start the fire as kindling; and that the burn occurs solely on private property. The use of gas-fired ceramic or artificial logs shall also be permitted. Only one recreational burning per property shall be permitted at any one time.

-Permitted Burning

- The Village Board may issue burning permits for the burning of federally protected wetland areas. The time and location of these wetland burning permits shall be determined by the Village Board. As a condition of the wetland burning permits, the Village Board may impose limitations as it deems appropriate to protect the health, safety and welfare of Village residents.
- Until December 31, 2004, the Village Board may issue burning permits to RedTail Golf Club and Turnberry Country Club for the burning of hard landscape waste. No more than two permits shall be issued in any calendar year to each golf course. The time and location of these permitted burns shall be determined by the Village Board. As a condition of the permitted burns, the Village Board may impose limitations as it deems appropriate to protect the public health, safety and welfare of Village residents. Effective January 1, 2005, this Section 13.18-D-2 shall be automatically repealed.

-Penalties

- Any person violating the provisions of this Section 13.16 shall be fined not less than \$100 for the first offense. The fine for a second offense shall be not less than \$300 and the fine for a third and any other subsequent offenses shall be not less than \$500. The violation of the Section 13.16 is hereby declared to be a public nuisance, to be abated in the manner provided by law.

OPEN FLAME

- ❖ **Smoking** - Careless smoking is the leading cause of fire deaths. Smoke alarms, smolder-resistant bedding and upholstered furniture are significant fire deterrents. Here are a few safety tips to keep you and your family safe from smoking fires:
 - Never smoke in bed. Replace mattresses made prior to the 1973 Federal Mattress Flammability Standard.
 - Do not put ashtrays on the arms of sofas or chairs.
 - Use large, deep ashtrays with wide lips. While smaller ashtrays may be more attractive, they are not safe. Cigarettes can roll off the edge, and the ashes can easily be blown away.
 - Water down your ashes. Empty ashtrays into the toilet or an airtight metal container. Warm ashes dumped in waste cans can smolder for hours, and then ignite into fire.
 - Do not leave cigarettes, cigars, or pipes unattended. Put out all smoking materials before you walk away.
 - If you begin to feel drowsy while watching television or reading, extinguish your smoking materials in a safe container.
 - Close a matchbook before striking and hold it away from your body. Set your cigarette lighter on "low" flame to prevent burns.



- If friends or relatives who smoke are visiting, be sure to check on the floor and around chair cushions for ashes that may have been dropped accidentally.

❖ **Candles/Incense** - Candles may be pretty to look at but they are a cause of home fires — and home fire deaths. Remember, candles and incense have open flames which can easily ignite anything that can burn.

- Blow out all candles when you leave the room or go to bed. Avoid the use of candles in the bedroom and other areas where people may fall asleep.
- Keep candles at least 12 inches away from anything that can burn.
- Think about using flameless candles in your home. They look and smell like real candles.

-If you do burn candles, make sure that you...

- Use candle holders that are sturdy, and won't tip over easily.
- Put candle holders on a sturdy, uncluttered surface.
- Light candles carefully. Keep your hair and any loose clothing away from the flame.
- Don't burn a candle all the way down — put it out before it gets too close to the holder or container.
- Never use a candle if oxygen is used in the home.
- Have flashlights and battery-powered lighting ready to use during a power outage. Never use candles.

☐ **STORING COMBUSTIBLES**

❖ **Oily rags**

- Oil or gas-soaked rags should be safely disposed of after use using two steps:
- Hang them outside to dry in a safe area or spread them out flat, making sure they are weighted down outdoors. They should not be in a pile.
- Once they are dry, they should be disposed of properly.
- For somebody who uses oily rags on a daily or weekly basis, the oily rags should be placed in a listed oily waste container and emptied by a private contractor.
- For a less frequent user, the now dry oily rags should be stored in a small, airtight, non-combustible (such as metal) container with a tight-fitting lid. An old paint can is a good example. The rags should be completely covered with a solution of water and an oil breakdown detergent. Do not add any other combustible material (stuff that can catch fire). The user should then dispose of the rags during a city-sponsored hazardous waste collection day.

❖ **Flammable Liquids**

- Keep gasoline out of children's sight and reach. Children should never handle gasoline.
- If fire does start while handling gasoline, do not attempt to extinguish the fire or stop the flow of gasoline. Leave the area immediately, and call for help.
- Do not use or store gasoline near possible ignition sources (i.e.,



- electrical devices, oil- or gas-fired appliances, or any other device that contains a pilot flame or a spark).
- Store gasoline outside the home (i.e., in a garage or lawn shed) in a tightly closed metal or plastic container approved by an independent testing laboratory or the local or state fire authorities. Never store gasoline in glass containers or non-reusable plastic containers (i.e., milk jugs).
 - Store only enough gasoline necessary to power equipment and let machinery cool before refueling it.
 - Never use gasoline inside the home or as a cleaning agent.
 - Clean up spills promptly and discard clean-up materials properly.
 - Do not smoke when handling gasoline.
 - Never use gasoline in place of kerosene.
 - Use caution when fueling automobiles. Do not get in and out of the automobile when fueling. Although rare, an electrical charge on your body could spark a fire, especially during the dry winter months.
 - Only fill portable gasoline containers outdoors. Place the container on the ground before filling and never fill containers inside a vehicle or in the bed of a pick-up truck.
 - Follow all manufacturer's instructions when using electronic devices (those with batteries or connected to an electrical outlet) near gasoline.
 - Substances like gasoline, oil, and paints are very flammable and are commonly found in garages. If you need to store these materials, make sure that you do so only in very small amounts. Keep each flammable substance in a small, sealed container that is clearly labeled with its contents. Store these containers away from appliances, heaters, pilot lights and other sources of flame or heat.

UTILITIES

❖ Do's

- Know where your main shut-off valves are located (Water, Gas/Propane and Electric).
- Know how to shut these valves off safely.
- Know where and how to shut off independent valves for certain appliances (stove, dryer, or furnace).
- If you suspect a leak of some sort contact a professional to inspect and/or repair.
- Have working smoke and carbon monoxide detectors.
- Perform annual cleaning and inspections of all major appliances (furnace, dryer, duct work and fireplaces).

❖ Don't

- Never attempt to shut off your household power while standing in water.
- Never shut off main breaker before turning all other breakers off first.
- Never attempt to turn your gas back on if it was shut off at the main valve, contact the gas company.
- Never store propane cylinders indoors. They are sturdy enough to stay outside, and the risk of them catching fire indoors is just too great. Propane is highly combustible, and a tank full of it would promptly cause a deadly explosion.



DIRECTORY

In case of emergency dial 911

American Red Cross	(815)455-9780
Animal Control	(815)459-6222
Building Inspector-Woodstock	(815)338-4305
McHenry County	(815)334-4560
Lakewood	(815)459-4671
Commonwealth Edison	(800)334-7661
County Clerk's Office-Birth/Death Certificates	(815) 334-4110
Damaged Currency-US Treasury	(866)575-2361
Department of Motor Vehicle	(312)793-1010
Department of Human Services	(815) 338-0234
Dorr Township Assessor	(815)338-0128
Family Counseling	(847) 854-2700
Fire Report	(815)338-2621
Greenwood Township Assessor	(815)648-4536
Hartland Township Assessor	(815) 338-5526
Health Department	(815)334-4510
Housing Authority	(815)338-7752
Northern Illinois Gas	(888)642-6748
Poison Control	(800)222-1222
Salvation Army	(815)455-2769
Sheriff's Department	(815)338-2144
Seneca Township Assessor	(815) 923-5922
Social Security Office	(800)772-1213
Woodstock Police	(815)338-2131

