Procedures for Health/Life Safety
Emergency Funding Authorization
(Instructions)

1. REQUEST FOR PRELIMINARY AUTHORIZATION TO PROCEED

INSTRUCTIONS:

• School District notifies Regional Superintendent of emergency – Form 35-95 (Page 4-8)
• Regional Superintendent reviews request and forwards approval to ISBE
• ISBE reviews and sends authorization approval back to Regional Superintendent
• Regional Superintendent notifies School District of approval

2. REQUEST FOR AUTHORIZATION FOR EMERGENCY PROCEDURES*

INSTRUCTIONS:

• School District adopts emergency resolution - Form 36-20 (Page 4-10)
• School District submits copies of board’s resolution to Regional Superintendent, and Regional Superintendent to ISBE
• ISBE reviews and issues a Certificate of Authorization for Emergency Procedures to Regional Superintendent - Form 35-96 (Page 4-9)
• Regional Superintendent sends copy of certificate to School District

3. HEALTH/LIFE SAFETY AMENDMENT

INSTRUCTIONS:

o District proceeds with the Health/Life Safety amendment process for the emergency project.

Amendment should be received by ISBE in a timely manner.

(23 Ill. Admin.Code 180.530-4(a))

* The Certificate of Authorization for Emergency Procedures shall authorize the district to initiate work to be financed with fire prevention and safety funds (HLS funds) prior to the formal approval of such work through the normal process providing all criteria are met.
EMERGENCY HEALTH/LIFE SAFETY FUNDING REQUEST FOR PRELIMINARY AUTHORIZATION

School Name and Address

District

County

In accordance with the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180 - Section 180.530 Emergency) an emergency situation exists that:  

(Please check the appropriate statement(s)).

CONDITION(S):

☐ presents an imminent and continuing threat to the health and safety of students or other occupants

☐ requires complete or partial evacuation of the building

☐ consumes one or more of the 5 emergency days or cause school to fall short of the minimum school calendar requirements.

Brief description of the nature of the emergency, how it correlates to the above conditions and the interim measures to sustain operations:  

(Use additional sheets or attachments as necessary.)

________________________________________

________________________________________

________________________________________

________________________________________

FUNDING:

☐ Fire Prevention and Safety Financing will be required to address the emergency.

________________________________________

Signature of District Superintendent

Fax Number

Date

________________________________________

Signature of Regional Superintendent

Fax Number

Date

ISBE USE ONLY

☐ Approved

☐ Disapproved

ISBE Authorization to Proceed

Date

Form 35-95 (3/04) (Prescribed by ISBE for local board use)
HEALTH/LIFE SAFETY
CERTIFICATE OF AUTHORIZATION
FOR EMERGENCY PROCEDURES

The Illinois State Board of Education has received and reviewed the required documentation and hereby concurs that the condition described in the Health/Life Safety Preliminary Emergency Authorization Request constitutes an emergency classification for:

SCHOOL NAME AND ADDRESS
DISTRICT
COUNTY

The school district is authorized to initiate work to be financed with fire prevention and safety funds or funds loaned to the Fire Prevention and Safety Fund prior to the formal approval of such work through the normal process provided that:

Proper application for use of fire prevention and safety funds will be initiated in a timely manner by the district (forms enclosed).

The work undertaken shall, in all respects conform to the requirements of the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180).

Final approval of the use of fire prevention and safety funds will be predicated on the verification of the findings in the board resolution.

__________________________
Illinois State Board of Education Signature

__________________________
Date
HEALTH/LIFE SAFETY
EMERGENCY BOARD RESOLUTION

INSTRUCTIONS: Requires two signed and dated copies submitted to Regional Superintendent and State Board of Education.

EMERGENCY SITUATION:

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

FUNDING:
Fire Prevention and Safety Financing will be required to address the emergency.

☐ HLS Funds Available

☐ Work will be bid

OR

☐ HLS Funds need to be raised

☐ Bidding requirements will be exempt

BIDDING:

INTERIM MEASURES TO CONTINUE OPERATIONS:

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

SIGNATURES:

Date  Board President  Date  District Superintendent

Date  Secretary of the Board  Date  Regional Superintendent

RESOLUTION MOTION:

Date of Board Meeting .................................................................

Number of Board Members...........................................................

Vote:

Number Against .................................................................

Number in Favor .................................................................

Form 36-20 (3/04) (Prescribed by Regional Superintendent for local board use)  180.530