

SOG# 505-18	Standard Operating Guideline	Administrative		
	<h2 style="text-align: center;">Cumberland Road Fire Department Inc.</h2> <div style="border: 1px solid black; padding: 5px; text-align: center;">Smoke Alarm Installation</div>	Approved By <div style="border: 1px solid black; padding: 2px;">Steven W. Parrish, Fire Chief</div>		
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Effective Date</td> <td style="width: 50%;">Revised Date</td> </tr> <tr> <td>February 14, 2018</td> <td></td> </tr> </table>	Effective Date	Revised Date
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**PURPOSE:**

The purpose of this standard is to provide guidelines for answering requests and installing smoke alarms within private residences located in the Cumberland Road Fire district.

**PROCEDURE:**

The Cumberland Road Fire Department shall provide and install residential smoke alarms to citizens of the Cumberland Road Fire District which are in need of smoke alarms, within the abilities of the department.

When person(s) requesting smoke alarms do not reside within the fire district, personnel shall direct them to the department/station that serves their area.

Upon request from citizens, personnel shall response within a timely manner, properly inspect and install smoke alarms in accordance with manufacturers' recommendations.

On any response to a private residence, personnel will inquire if the residence has working smoke alarms.

Any existing smoke alarms in the residence are not working, or **any of the existing smoke alarms in the residence are improperly installed** (i.e. wrong location, height, etc.), existing smoke alarms in the home are more than ten (10) years old, or the total number of smoke alarms in the residence does not meet current IFC recommendations, personnel shall offer to install new smoke alarm(s) and/or batteries (as needed) to the citizen.

If the citizen agrees to receive assistance, personnel shall install new smoke alarm(s) in the residence. Installation will be performed in accordance with manufacturer's recommendations.

Personnel shall provide the citizen with the general information on the Cumberland Road Fire Departments Smoke Alarm Program and the care and maintenance of smoke alarms. Fire and Life Safety Pamphlets should also be provided to the citizen.

If new smoke alarm(s) are installed, the crew shall provide the citizen with the manufacturer's user manual and warranty information contained in the alarm packaging.

Personnel shall complete a Cumberland Road Fire Department Smoke Detector Release form (see attached) and provide home owner/occupant with a copy.

Shift Captain's shall enter the smoke alarm installation information as Activity in the Firehouse Records Management System for data analysis. Release forms shall be embedded in Firehouse. The hard copy shall be forwarded to the Fire Chief.

The Fire and Life Safety Educator shall track all smoke alarm installations, including residence address and number of smoke alarms and/or batteries installed, on a spreadsheet for reporting and data analysis purposes.

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“Smoke Alarm Installation” forms provided by the OSFM shall be completed when a smoke alarm is installed or relocated, and/or batteries are replaced in existing smoke alarms. Completed forms shall be returned to the Fire and Life Safety Educator within one (1) week of installation. Forms can be returned by interdepartmental mailbox.

*The Cumberland Road Fire Department does not give out smoke alarms to individuals; our program is installation only within the Cumberland Road Fire District.*

**RESPONSIBILITY:**

It shall be the responsibility of the Assistant Fire Chief to ensure these procedures are carried out in accordance with this Standard Operating Guideline.

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## Smoke Detector Release

Homeowner/Occupant:

This smoke detector and/or battery has been installed for you at no cost. The smoke detector and batteries were donated to the Cumberland Road Volunteer Fire Department, through a partnership with “Operation Save A Life”. The smoke detector is used as an early warning device to alert the occupants in the event of a fire emergency.

The Cumberland Road Volunteer Fire Department and the person installing your smoke detector are in no way making any representations that this smoke detector is fit for any particular purpose. The manufacturer provides the warranty, if any, for smoke detector and/or battery.

By accepting this smoke detector and/or battery, you agree to hold the person providing you with this smoke detector and/battery and the Cumberland Road Volunteer Fire, its employees, Board of Directors, agents and successors harmless from any and all actions, claims or demands for damages concerning any malfunction or any defect in the smoke detector and/or battery which you or your invitees may have against the Cumberland Road Volunteer Fire Department, its employees, Board of Directors, agents and successors for any injury or alleged injury (including death) to any person or any damage or alleged damage to property arising from the installation of the smoke detector. You further understand that it is your responsibility to properly install (if not so provided) and to maintain this smoke detector according to the manufacturer’s recommendations.

Homeowner/Occupant Name: \_\_\_\_\_

Address of Installation: \_\_\_\_\_

Number of Smoke Detectors/Batteries Provided: \_\_\_\_\_

\_\_\_\_\_  
Homeowner/Occupant

\_\_\_\_\_  
Fire Department Representative

\_\_\_\_\_  
Date