




**City of Winchester  
Fire and Rescue Department  
GENERAL ORDER**



<b>Section:</b> General Order	<b>GO:</b> 11001
<b>Subject:</b> Smoke Alarm Grant	<b>Executed:</b> March 15, 2011 <b>Revised:</b>
<b>Approved:</b>   Scott Cullers, Fire Chief	

**PURPOSE**

To establish a set of uniform procedures to successfully implement the “*Get Alarmed Virginia*”, Smoke Alarm Grant program.

**POLICY**

1. All fire and rescue stations will be provided with smoke alarms, installation kits and the necessary documentation to install smoke alarms.
2. The fire and rescue administration office will record information from citizens requesting the alarms and forward it to Battalion 6, who will coordinate the installation by operational personnel. Personnel will conduct the installation according to the installation guidelines listed below, forward all installation documentation to the fire and rescue office and log the installation in the department reporting software.
3. A master installation spreadsheet will be maintained in the fire and rescue office.
4. A minimum of two personnel shall conduct the installations. All volunteer chiefs and officers have been requested to support and assist with installations when possible.
5. While on the scene of emergency incidents, occupants should be made aware of our program and we should check their current fire safety conditions to make sure there are adequate smoke alarms.
6. A short presentation will be provided to each shift regarding the implementation of this program. Until those sessions are conducted you should review the program’s PowerPoint presentation on the department’s internal website.
7. Any questions regarding this program should be directed to Interim Fire Marshal Jeremy Luttrell
8. Completion of this program must be accomplished by August 12, 2011.

**INSTALLATION GUIDELINES**

1. Each station will be issued an installation kit that will include the following items:
  - Department General Order
  - Screwdriver
  - Hammer

- Foam mounting tape
  - Scissors
  - Scratch awl
  - Paint scraper
  - Screw/anchor kits
  - Black Sharpie markers
  - Pre-Installation Survey forms
  - WFRD Smoke Alarm Liability Release forms
  - Home Fire Escape Plan forms
  - Smoke Alarm brochures
2. Installation shall be scheduled between the hours of 0800 and 1900.
  3. Complete a Pre-Installation Survey and WFRD Smoke Alarm Liability Release form with each installation. Instructions for filling out the Pre-Installation Survey will be included in the kits to assist installers with completing them correctly.
  4. Residents may fill out the survey by themselves but we encourage department personnel to ask them the questions and fill them out to ensure they get completed. They should also determine if the resident is willing to provide contact information on the form.
  5. Smoke alarms should not be installed until after the survey has been completed.
  6. Each smoke alarm will be numbered and the assigned number shall be documented on the Pre-Installation Survey and the WFRD Smoke Alarm Liability Release form. This will enable the department to account for all of the issued smoke alarms.
  7. One smoke alarm should be installed outside of sleeping areas and on each level of the home. Care should be taken not to install them in areas subject to false activation (i.e. kitchens, outside of bathrooms, wet environments). If possible, alarms should be installed on the ceiling at least four inches from walls.
  8. The smoke alarm battery pack should be installed and will alarm to indicate activation. Do not install batteries prior to installation. Once the battery is installed the device is activated and cannot be removed. The month and year of installation shall be recorded on the battery pack in the spaces provided.
  9. The resident should be educated on how the smoke alarm works and the proper means of testing and cleaning the device to ensure that it functions properly when needed.
  10. Each smoke alarm should be installed using double sided foam mounting tape. Two strips of foam mounting tape shall be attached to the mounting bracket of the alarm and then pressed firmly against the mounting surface. In the event that the mounting surface is textured or unsuitable for use of the mounting tape, the provided anchors and screws shall be utilized.
  11. After the smoke alarm is installed the installers should offer to conduct a home safety inspection and provide information on how to maintain a fire safe atmosphere. The resident should also be aware of the importance of having an emergency escape plan and meeting place away from the home. Literature will be provided in the kits.
  12. Each station should retain a master copy of all forms to make additional copies.