



FIRE ALARM FAILURE PROCEDURES

If this location is equipped with a fire alarm and the fire alarm is not working, an alternative form of protection must be initiated. The Fire Marshall's office has recommended the following:

1. Perform visual inspections of the home interior (including furnace room and basement) every 15 minutes until the system is operating, and document it on the Fire Alarm Failure Chart located in the Emergency Guidebook.
2. Ensure that the battery-operated smoke detectors are working.
* Bedrooms and living areas are to have battery operated smoke detectors for the safety of all individuals.
3. Contact Management using the Emergency Procedure-Responsible Person list.
4. Management will call the fire alarm company to have the system immediately serviced if the failure is not due to loss of power from a power outage.

***Fill out the "15 Minute Fire Alarm Chart", include date and follow-up. ***

FIRE ALARM FAILURE CHART

DATE _____

The chart below is to be used for documenting visual inspections of the home every 15 minutes. Initial the box next to the time to show a visual inspection was done at that time.

TIME		TIME		TIME		TIME	
12:00AM		6:00 AM		12:00PM		6:00 PM	
12:15AM		6:15 AM		12:15PM		6:15 PM	
12:30AM		6:30 AM		12:30PM		6:30 PM	
12:45AM		6:45 AM		12:45PM		6:45 PM	
1:00 AM		7:00 AM		1:00 PM		7:00 PM	
1:15 AM		7:15 AM		1:15 PM		7:15 PM	
1:30 AM		7:30 AM		1:30 PM		7:30 PM	
1:45 AM		7:45 AM		1:45 PM		7:45 PM	
2:00 AM		8:00 AM		2:00 PM		8:00 PM	
2:15 AM		8:15 AM		2:15 PM		8:15 PM	
2:30 AM		8:30 AM		2:30 PM		8:30 PM	
2:45 AM		8:45 AM		2:45 PM		8:45 PM	
3:00 AM		9:00 AM		3:00 PM		9:00 PM	
3:15 AM		9:15 AM		3:15 PM		9:15 PM	
3:30 AM		9:30 AM		3:30 PM		9:30 PM	
3:45 AM		9:45 AM		3:45 PM		9:45 PM	
4:00 AM		10:00AM		4:00 PM		10:00PM	
4:15 AM		10:15AM		4:15 PM		10:15PM	
4:30 AM		10:30AM		4:30 PM		10:30PM	
4:45 AM		10:45AM		4:45 PM		10:45PM	
5:00 AM		11:00AM		5:00 PM		11:00PM	
5:15 AM		11:15AM		5:15PM		11:15PM	
5:30 AM		11:30AM		5:30PM		11:30PM	
5:45 AM		11:45AM		5:45PM		11:45PM	

*Attach the bill to this chart showing the alarm was serviced and transfer to the Maintenance Book to keep on file.

*FOLLOW UP: _____

Signatures & Initials of staff checking: _____