

BURLINGTON TWP. FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE #44

SMOKE ALARM INSTALLATION

Purpose: The purpose of this policy is to provide standardized procedures for use by the Burlington Twp. Fire Department when installing smoke alarms and to ensure the safety of the members and citizens when smoke alarms are being installed.

Scope: To ensure all members of the Burlington Twp. Fire Department are clear on the department policy and the policy set forth by the Red Cross.

Smoke Alarm Program:

1. The Burlington Twp. Fire Department is teaming up with The American Red Cross on this program. The program is known as “Sound the Alarm”.
2. Any resident within the Burlington Twp. Fire Department coverage area is able to sign up for smoke alarms if they need them.
3. Kidde 10 Year life battery operated smoke alarms are provided by the program.
4. Each resident is allowed up to three smoke alarms per household, if needed.

Training for the Smoke Alarm Program (Videos on YouTube):

1. Members of the Burlington Twp. Fire Department participating in the program shall complete the five American Red Cross training modules listed below.
 - a. Module 1: Introduction
 - b. Module 2: Conducting a Model In-Home visit with Safety, Quality and Effectiveness
 - c. Module 3: Smoke Alarm Installer
 - d. Module 4: Educator
 - e. Module 5: Documenter
2. Anything not covered in this policy will be done in accordance with the American Red Cross policy which is in the training modules.

Department Members:

1. All Member’s that are participating in the installation of the alarms shall meet at the Burlington Twp. Fire Station.
2. All Member’s shall return to the Fire Station after the installation is done, for any paperwork and clean up that needs to be done.
3. Each installation is required to have at least three members of the Burlington Twp. Fire Department as listed below.
 - a. Team Leader: Responsible for coordination of the installation, contact with the citizens, and supervision of the other members. Completes necessary records and documentation.
 - b. Installer: Responsible for the placement and installation of the smoke alarms.

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- c. Assistant: Assists the installer by managing tools, preparing the smoke alarms, and any necessary clean up.
4. Any member helping with the installation will be required to dress in an appropriate and clean manner.
5. Members will wear the Burlington Twp. Fire Department issued T- Shirt or sweatshirt so the citizens know you are a department member.

Transportation:

1. All members will travel to the installation address together and return together.
2. The Team Leader will designate the vehicle that will be used for transportation.
3. If Burlington Twp. Fire Department apparatus is used for transportation, the Team Leader will notify a Fire Officer of the usage.

Required Items to take for the installation:

1. Step Ladder
2. Cordless drill with a spare charged battery and a straight/Phillips bit.
3. Tape Measure
4. Booties for your shoes
5. Tarp
6. Hammer
7. Straight Screwdriver/ Phillips Screwdriver
8. Flashlight
9. Spare 9V/AA Batteries for existing alarms
10. Garbage Bag
11. Stud Finder
12. Pliers
13. Drill Bit For alarm installation Inserts

Smoke Alarm Installation:

1. Each citizen that signed up for installation of the alarms will be contacted by the Team Leader within 48 hours of the potential day they are planned to be installed to make sure they will be home, and their schedule will allow time for installation.
2. If the citizen cannot do the planned date and time, the Team Leader will ask when a good time is for the installation of the alarms. The Team Leader will then set a new date and time for the installation.
3. Alarms will be installed per the American Red Cross policy, which will be covered in the module three YouTube video. The module explains the installation locations on each type of residence and specific area the smoke alarms should be installed in.
4. While at the location limit the use of cell phones and keep all other distractions to a minimum.

Paperwork:

1. Every In-Home visit shall have the proper required forms filled out completely before you leave the residence.
2. Paperwork will be completed by the Team Leader.

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3. Team Leader will turn the paperwork over to the Fire Chief within 48 hours, so it can be entered in the Red Cross system.
4. The Fire Chief will file all paperwork in the designated file, for future reference if needed.