TOLEDO FIRE & RESCUE DEPARTMENT

B-61 Smoke Alarm Distribution

Non-Emergency Manual

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Purpose

To protect the citizens of Toledo from the effects of fire by providing them with a life-saving device. Completed smoke alarm forms provide vital information necessary to track the most vulnerable areas of our city while proper inventory documentation assures our citizens that we are being responsible with their tax dollars. Diligence in this process will assist with the year-end audit of the Smoke Alarm Program.

Policy/Procedure

1. Each distributed smoke alarm will be accounted for through the submission of a Smoke Alarm Form accessible via Vector Solutions or MDT. At no time shall a smoke alarm be given without the completion of the Smoke Alarm Form.

2. Any person in need of a smoke alarm can receive the proper amount for their dwelling while the supply is sufficiently stocked. While it is a landlord's responsibility to ensure working smoke alarms are installed in their properties, it is TFRD's commitment to protect all citizens regardless of another's negligence. TFRD personnel shall educate the public of their landlord's responsibility and document the landlord's information on the Smoke Alarm Form.

3. Every Engine, Ladder Truck, Heavy Squad, and Medic Transport Unit shall begin every shift with 6 smoke alarms which shall be inventoried daily during the 0700 hours check and documented in the journal.

4. The Station Commander shall order smoke alarms through the monthly Station Supplies Form (not to exceed more than is required for each apparatus and an additional 12 smoke alarms for station supply). If inventory is depleted prior to the end of the month, the officer on duty may request additional alarms by emailing the fire shop.

5. Listed below is how to access the Smoke Alarm Form:

- Log on to your TFRD Vector Solutions individual user account.
- Select Smoke Alarm Form in the right column of the Home Page.
- Complete all fields.
- Explain the Release of Liability to every smoke alarm recipient and obtain verbal consent. Document this consent in the “I agree” checkbox and submit.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b61

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