

	<h1>COMMERCE FIRE DEPARTMENT</h1> <p>Standard Operating Guidelines</p>
	Subject: Smoke Alarm Program
	Reference Number: 7.01
	Effective Date: 8/1/2014 Last Date Revised: 8/6/2015
Approved By: Chief Kevin Dean	

Purpose: To establish a guideline for the distribution of free smoke detectors to qualified citizens.

Policy: Installation of smoke detectors will meet local building code requirements.

Scope: Applies to all Commerce Fire Department personnel.

Responsibilities: Fire Inspector will be responsible for Smoke Detector Program. He/she will establish guidelines for requesting, installing, and recording.

The following forms shall be used:

- Smoke Alarm Program Release From Liability Form
- Smoke Alarm Request Form
- Home Fire Safety Checklist



Commerce Fire Department

P. O. Box 348 * Commerce, Ga. 30529 * (706) 335-5073

SMOKE ALARM PROGRAM RELEASE FROM LIABILITY FORM

I understand and agree that through the effort of the Commerce Fire Department, I am being provided a free smoke alarm(s) as a public service. I understand the Commerce Fire Department does not guarantee or endorse this brand or any brand of smoke alarms.

In exchange for accepting the smoke alarm(s), I agree not to make any claim or demand or to file any lawsuit against the City of Commerce, the Commerce Fire Department or any agent of for any injuries, damages, costs or expenses claimed to have resulted from the Smoke Alarm Program, the smoke alarm(s) provided, the installation of the smoke alarm(s), or the failure or malfunctioning of the smoke alarm(s) and I hereby release and discharge the City of Commerce, the Commerce Fire Department or any agent of for any such claims. It is my intention and understanding that this release extends to injuries or damages caused by the City of Commerce, Commerce Fire Department, their agents, affiliates, partners or representatives sole or joint negligence, gross negligence, or reckless conduct.

By signing this document, I certify the smoke alarms were tested in my presence and were in good working order at installation. Furthermore, I acknowledge that I have received information from the installer regarding proper smoke alarm maintenance and I understand the maintenance is my responsibility.

I acknowledge having read, understood, and agreed to the terms set out above; release from liability is binding on me, my family, my heirs, successors and assignees.

Owner's Name (Please Print)

(_____)_____
Telephone #

Address

City

Owner's Signature

Date

CFD Representative Signature & Employee #

Date & Time

Number of Smoke Alarms Installed: _____

Smoke Alarm Request Form

Date of Request: _____

Name: _____

Address: _____

Phone: _____

Own or Rent: _____

****If renting fill out landlord information****

Name & Phone Number: _____

Number of Smoke Alarms Present: _____

Number of Bedrooms: _____

Number of Stories: _____

Best time to install smoke alarms: _____

Date of Installation: _____

Number of alarms installed: _____

Installed By: _____

Commerce Fire Department Home Fire Safety Checklist

Yes	No	General
		Home has smoke detector.
		Smoke detector is in working order.
		Smoke detector is less than 10 years old.
		Family has and practices home escape plan.
		House numbers are visible from the street.
Yes	No	All household areas
		Extension cords are used appropriately.
		Electrical cords are in good shape and not under rugs
		No more than 2 appliances are being used with an outlet.
		Outlets are not overloaded, cracked or uncovered.
		Windows can be easily opened.
		Household chemicals are stored away from children.
		Matches and lighters are out of reach of children.
		If smokers, are large ashtrays provided.
		Combustible items at least 3 feet away from heating devices.
		Furnace filters are clean and in good shape
		Stairs are free from clutter and tripping hazards.
		Clothes dryer lint collector is clean.
Yes	No	Kitchen
		Combustibles are removed from cooking areas.
		Small appliances are unplugged when not in use.
		Kitchen hood is clean and maintained.
Yes	No	Fireplace
		Fireplace has proper screen and hearth.
		Chimney is clean, and ashes are properly disposed of.
Yes	No	Attic
		Area is clear of all combustible materials.
		Heating ducts are properly maintained.
Yes	No	Garage
		Clean and no high piled storage.
		Flammable liquids are properly stored.

With your consent, the Commerce Fire Department has made a safety survey of your home. The items checked may cause a fire and are hazardous to you and your family. You are urged to correct these at once for your own safety. If all items have been checked **YES**, you are to be complimented on your personal fire prevention effort.

If you wish to discuss any hazard, or have any questions, please call the Commerce Fire Department at (706)335-2190.

