



Jackson Hole Fire/EMS Operations Manual

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Title: **Defective Fire Alarm
Systems**

Division: 12

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PURPOSE

The purpose of this policy is to establish the procedures for notification of fire alarm system owners of the fire department's intent to discontinue response for systems transmitting false alarms in accordance with the *Teton County Sheriff's Office Electronic Fire & Burglar Alarm Statement of Policy & Practices*, effective February 10, 1997.

SECTION I – NOTIFICATION OF DEFECTIVE ALARM SYSTEMS

1. In order for the defective alarm process to be initiated, it is necessary for the ranking fire suppression officer who responds to a false alarm to fully investigate the circumstances of that alarm. Based upon the finding of that investigation, the fire officer may choose to deem the alarm system defective.
2. A field incident report must be generated with sufficient information to process and send a **Notice of Defective Fire Alarm System** to the owner of the system. Furthermore, it is necessary for the fire officer to sign and clearly indicate on the field report that the system has been deemed defective.
3. Based upon the findings of the false alarm investigation and the fire suppression officer's field report, a **Notice of Defective Fire Alarm System** will be sent to the alarm system owner via certified, return receipt mail.
4. Upon receipt of the return receipt, the Jackson Law Enforcement Communications Center will be notified of suspension of service to the location of the alarm.
5. A disposition file will be generated to track the suspension of service to the location.

SECTION II - RESPONSE REINSTATEMENT NOTIFICATION

1. Once the requirements of the **Notice of Defective Fire Alarm System** have been met, a **Response Reinstatement Notification** will be sent to the alarm system owner via certified, return receipt mail.
2. The Jackson Law Enforcement Communications Center will be notified within one working day of the location having met the requirements for response reinstatement. Such notification may precede the **Response Reinstatement Notification** being sent to the owner.

SECTION III - REPETITIVE SUSPENSION

1. Each suspension of service to a location will be considered a separate incident. The process listed herein shall be utilized for each separate incident.