

Memorandum

To: Fax #
From: Office of Life Safety (Fire Marshal's Office)
Subject: Life Safety Systems (Call-out Procedure & Guidelines)

January 1st 2006, the Fire Marshal's Office, will be addressing businesses calling ECC (Fire communications) and placing their life safety systems on test for longer than the allowable time. NFPA life safety code 101- 9.6.1.7 states that a system may be placed out of service for no longer than 4 hours in a 24 hour period or a fire watch must be established. Your location is one of our largest offenders and this must stop.

Please sign the below form and fax back to the office @ 240 777 2465, to be placed in your locations file.

Fire Watch Information:

Provide a minimum of (1 person for every 2 floors within a building) with communication capabilities and access to an outside telephone. Watch personnel must walk the entire area assigned to check for smoke, fire and evacuate all persons in the event of an emergency. A log must be maintained on the premises with entries every 30 minutes. Entries should note area checked, time checked and by whom. Persons responsible for the fire watch must be exclusively used for this purpose. Provide signs that state "**ALARM SYSTEM OUT OF SERVICE, IN CASE OF EMERGENCY, DIAL 911**". Post these signs at all entrances and at all Manual Pull Fire Alarm Stations, if so equipped.

Building Representative – Signature and Date

Building Representative – Print

FM's Signature & Numbers

Thanks you in advance for your attention in this matter. Any question call 240 777 2457.