

To: Name (Name of responsible person)

Address: Address of Responsible Person (Registered address in the case of a Limited company or plc)

Concerning Premises at: Business name of premises to which this applies (with address if different from above)

Reference: Automatic Fire Detection and Fire Alarm Systems – False Alarms and Unwanted Fire Signals

Dear

I refer to previous correspondence concerning the number of false alarms generated by the fire detection and fire alarm system at your premises.

I am pleased to inform you that, following improvements you have made in reducing the number of false alarms transmitted to the **name of F&RS**, we are re-instating the Attendance Level 1 emergency response to an automatic fire alarm actuating at your premises.

Fire detection and fire alarm systems should perform to an acceptable standard (normally BS5839 or equivalent), with measures to minimise unnecessary summoning of the fire brigade. It is important that you continue to manage the fire alarm and fire detection system in accordance with current fire safety legislation and the standards applicable at the time of installation. Any false alarms should be fully investigated and recorded. Action as necessary should be taken to avoid future false alarms and measures put in place to minimise the number of false alarms being transmitted to the **name of F&RS**.

Should the number of false alarms that are generated from your fire alarm system and then passed to the **name of F&RS** exceed thresholds acceptable to this authority, we reserve the right to review our response to an automatic fire alarm actuating at your premises.

Please remember:

- Confirmed fires via the 999/112 exchange telephone system will always receive a full emergency response.
- Do not call the fire service in the event the alarm is a false alarm. Do call the fire service as soon as possible if there are signs of fire or a fire may exist.

Please do not hesitate to contact us should you require additional information or have any queries concerning this matter.

encl: relevant guidance documents