

**RFAUFS 1****REGISTRATION OF AUTOMATED FIRE ALARM SYSTEM**

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

Our records indicate that we have attended a number of false alarms at your premises.

Automatic fire alarm activations that are subsequently determined to be false alarms cause considerable disruption and cost to both businesses and the Fire & Rescue Services (F&RS). In **date** more than **XXXX** unwanted fire signals from automatic fire detection and fire alarm systems were received by **name of F&RS**. Fire alarm activations that are subsequently determined to be false alarms impact heavily on both our resources and our ability to respond to genuine emergencies. Fire alarm and fire detection systems are primarily a means to warn persons at risk and unreliable systems should not be depended upon as reason to call out the F&RS.

In view of the number of false alarms being transmitted to **name of F&RS** as unwanted fire signals from the above premises, steps should be taken immediately to remedy the situation. You are advised to contact your fire alarm maintenance company as soon as possible in order to obtain advice on reducing the number of false alarms being transmitted.

In accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), the Responsible Person must, where necessary, ensure appropriate fire-fighting equipment, detectors and alarms are fitted and that the premises, facilities, equipment and devices are maintained in an efficient state, of working order and good repair in order to safeguard the safety of people on the premises. The responsible person must also, where necessary, nominate a competent person to implement these measures. Information on the RRFSO is available from the Communities & Local Government web site (CLG) <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>. Fire alarm & fire detection systems fitted to British Standard 5839:1-2002 or equivalent must be maintained in accordance with the British Standard as detailed in section 7. Your maintainer should have a copy of the standard, or they can be obtained from the British Standards Institution (<http://www.bsi-global.com>).

If your fire alarm system is monitored by an alarm receiving centre (ARC), you will need to ensure liaison between yourself, the maintainer and the ARC in order to minimise the number of false alarm calls being put through to the F&RS and to ensure that any details held by your ARC and maintainer are identical to those you have registered with the F&RS.

OPTIONAL TEXT WHERE URN EMPLOYED:

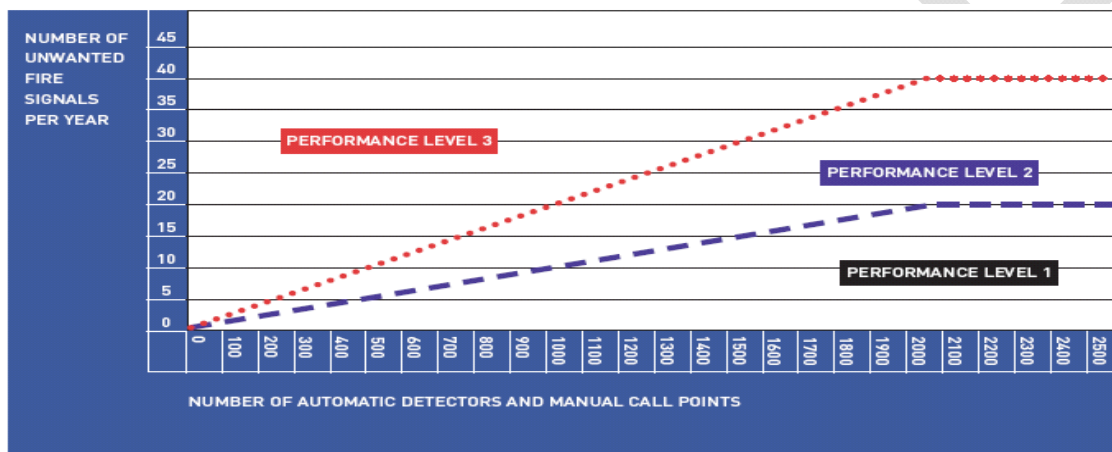
You should also fully complete the attached registration documents relating to your fire alarm and fire detection system and return them to us within 28 days. Failure to provide the information requested may result in a change in F&RS attendance levels (see below). Registration of your fire alarm system will result in the allocation of a Unique Reference Number (URN). This number should be used in all communication between the F&RS and yourselves pertaining to all matters of the fire alarm and fire detection system and should be provided to the F&RS in the event an emergency call is made. Further information concerning the URN will be provided on issue.

**OPTIONAL TEXT WHERE FEE CHARGED:**

A fee is payable in accordance with the Fire & Rescue Services Act 2004 and subsequent Statutory Instruments for the administration costs incurred by the F&RS for the issue of the URN. [F&RS applying an administration charge for issuing a URN should insert appropriate text to advise of the fee, payment instructions and administration arrangements for registration of the fire alarm system.]

Failure to reduce these calls to an acceptable level as shown in the graph (Fig.1) below may result in an alteration to the emergency response by the fire brigade to your premises. If, in the circumstances of your premises, you consider that this would be an unreasonable target, please contact your local **name of F&RS** fire safety team and inform us why.

Fig.1 Graph showing the rate of unwanted fire signals considered acceptable by LFB relative to the number of detector heads and manual call points:



- Key:**
- Performance Level 1 = Attendance Level 1 (Normal attendance)
  - Performance Level 2 = Attendance Level 2 (Non-emergency attendance)
  - Performance Level 3 = Attendance Level 3 (No attendance)

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

Dependant upon the circumstances, it may be appropriate to implement a process to investigate the cause of an alarm activation at the premises in order to confirm whether or not there is a fire before calling the F&RS. The Responsible Person should determine if this is a suitable course of action and that it is supported by the necessary management practices (e.g.: training) and that any adopted procedure is part of the emergency plan and included in the risk assessment.

The number of false alarms passed to **name of F&RS** from your premises will be monitored over the next 3 months. We will contact you before implementing any changes in our emergency response to your premises in order for you to review your fire risk assessment and inform your insurance company.

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

**encl: relevant guidance documents**