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**COMMUNITY EDUCATION / PUBLIC INFORMATION OFFICER: FIRST
RESPONDER SMOKE DETECTOR PROGRAM
STANDARD INSTRUCTION 13, SECTION 01**

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I. FIRST RESPONDER SMOKE DETECTOR INSTALLATION PROCEDURES

A. Introduction

Residential fires are a serious threat to the safety of our community. Approximately 5,600 people die and over 52,000 are injured each year by fires in residences. Eighty percent of all fire deaths occur in the home, and approximately eighty percent of these fires occur in homes without working smoke detectors. Most residential fire injuries and deaths are caused by smoke, not flames. Most of these fire deaths and injuries occur at night, while the victims are asleep.

In response to this alarming trend, the San Diego Burn Institute, in conjunction with the San Diego Fire-Rescue Department (SDFD), has implemented a smoke detector installation program to help save lives. First responder crews will be provided all necessary tools and supplies to install smoke detectors, free of charge, or replace batteries in residences that do not have a properly working smoke detector. As part of the First-Responder Smoke Detector Program, crews will also distribute fire safety brochures (available from the office of the PIO) to households as they contact citizens during the course of their daily activities.

B. Program Components

1. The Department will assign three "First Responder" Program Representatives, one per division.
2. Each first responder unit will be assigned a tool box, cordless drill and batteries as a part of their apparatus inventory.
3. The Burn Institute will track all materials distributed to the SDFD units and coordinate replenishment.
 - a. The Burn Institute will deliver and coordinate for pick-up of all materials needed to accomplish the installations.
 - b. The Burn Institute will be notified when smoke alarms and battery supplies diminish, in order to have them replenished.
4. Smoke alarms and batteries will be stored and tracked at the office of the PIO
5. SDFD program coordinators will assist in the tracking and storing of supplies at the SDFD PIO office.

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6. First responder crews should direct questions and issues regarding the First Responder Smoke Detector Program to their division representative.

C. Installation Procedures

1. Smoke detectors will be installed if a residence is without a working smoke detector in each room used for sleeping purposes.
2. Smoke detectors will be installed on the ceiling or wall in the following areas:
 - a. On at least each level of the residence;
 - b. And/or in common areas adjacent to the sleeping rooms.
3. Smoke detectors will be installed under the following circumstances:
 - a. Upon request, (via telephone or internet), in response to:
 - 1) Media spots
 - 2) Community meetings
 - 3) San Diego Burn Institute events
 - b. Fire company assesses a residence and recognizes the need for a smoke detector or battery replacement
4. "On the spot" smoke detector inspections will occur as time permits after any medical or fire incident or fire company inspection.
 - a. If smoke detector(s) are present, they will be tested for good operation.
 - b. If determined that a battery is needed, one will be installed and the smoke detector(s) re-tested.
 - c. If smoke detector(s) are not present, they will be installed and tested.

D. Requests for Installation of Smoke Detectors

1. All requests for installation of smoke detectors will be coordinated through the office of the PIO.

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- a. Upon receipt of a smoke detector installation request, the office of the PIO will first verify all contact information
- b. The office of the PIO will then forward the smoke detector installation request to the Fire Prevention Bureau (FPB) complaint clerk
2. The FPB will process smoke detector installation requests, via the established complaint process
 - a. Smoke detector installation requests will then be routed to the fire station of the first-in district of the address of the request.
3. Once received at the fire station, the station captain will be responsible to assign smoke detector installation requests to a division within the fire station.

E. First Responder Responsibilities

1. The assigned first responder unit shall respond to smoke detector installation requests within five (5) shifts of receipt
2. The first responder unit shall contact the requestor to schedule an installation date
 - a. Crew should allow for a four-hour window for installation purposes
3. The FIMS form should be completed identical to the established complaint process, utilizing the following code number:
 - a. 907.2.101
4. If a smoke detector is replaced, the removed smoke detector should be forwarded to the office of the PIO where it will be forwarded to the San Diego Burn Institute for recycling

F. Documentation

1. After installation of any smoke detector, the first responder unit who performed the installation will be responsible to complete an Installation / Liability Release form (FD-559).

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2. Installation / Liability Release forms (FD-559) can be ordered from Fire Station 9, or can be accessed from the "S" Drive, via any fire station computer.
3. The Installation / Liability Release Form (FD-559) serves the following purposes:
 - a. It is mandated by the funding agency for accountability purposes
 - b. It authorizes the installation of the smoke alarm or battery
 - c. It serves as a liability releases for both SDFD and the San Diego Burn Institute
 - d. It allows residents the opportunity to receive fire and burn prevention information regularly from the San Diego Burn Institute, as well as announcements of the various programs and services available to them
4. Once completed, the Installation / Liability Release form should be sent to the office of the PIO
5. The office of the PIO will forward all completed Installation / Liability Release forms to the San Diego Burn Institute monthly
6. The San Diego Burn Institute will maintain an electronic data base of all smoke detector installations in addition to storage of hard copy documentation

G. Key Documentation Elements

1. The San Diego Burn Institute maintains an electronic database of all households served by the First Responder Smoke Detector Program.
2. Monthly reports are generated by the Program Director to determine geographical areas impacted, as well as the number of individuals benefiting from the program and their demographic information.
3. The following represents key documentation elements needed to capture statistical information:
 - a. First name

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- b. Last name
- c. Full address, city, zip code
- d. Telephone number
- e. Number of residents in the home
- f. Number of children under the age of 18
- g. Number of detectors installed
- h. Number of batteries installed
- i. Signature

- 4. SDFD first responder crew's cooperation in capturing this information will assist the ongoing efforts of the San Diego Burn Institute in reducing the incidence of fire and burn injuries and deaths in San Diego County.

II. EDUCATION

Fire department crews responding to 911 emergencies have the immediate attention of the residents after responses. Crews are encouraged to take advantage of this opportunity to educate residents on fire and burn prevention tips, as well as the importance of maintenance and regular testing of smoke detectors.

The San Diego Burn Institute has agreed to provide SDFD with life saving literature to be distributed at the time of a smoke alarm or battery installation.