

Guide to Fire Department Smoke Alarm Installation Programs



Department of Fire Services
Peter J. Ostroskey, State Fire Marshal

www.mass.gov/dfs

Planning Fire Department Smoke Alarm Installation Programs

July, 2018

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Resources

- Vision 20/20 (www.strategicfire.org) has tools and resources on how to conduct home visits including [smoke alarm installation programs](#). The website provides a [materials generator](#) which allows you to generate custom materials with reviewed messages without reinventing the wheel.
- NFPA's [Remembering When Program](#) has information about smoke alarm installations programs for older adults.
- [NFPA's Planning & Implementing a Successful Smoke Alarm Installation Program](#)
- [Red Cross](#) – Emergency Home Preparedness Program works with local fire departments on smoke and CO alarm installations. The MA chapter has agreed to make photoelectric alarms and CO alarms available in order to meet the state fire code.

Planning Group

Form a planning group that might include the building inspector, school officials, fire officials, senior center representatives, Red Cross, public health representatives, boy and girl scouts, faith-based organizations, community leaders (maybe representing target groups or business leaders), crime watch groups. You might include people with writing, graphics, marketing or data analysis skills.

Meet the Codes

Be sure your installation plan allows you to meet the fire and building codes. Educate all members of the planning group or potential donors of alarms what the code and your program requires.

Determine Your Target Audience

Determine your target audience. If you are using Senior SAFE funds you may limit your program to older adults. That could be 65+ or whatever age your senior center uses. You might pick a neighborhood based on fire data, income data or other census data. Or you might choose to include veterans, people with disabilities, or families with young children. You might choose to exclude people if they plan to sell their home in the near future. It's always valuable to conduct a community risk assessment to see where the greatest need might be.

Community Risk Assessment

Vision 2020 (www.strategicfire.org) has tools and resources on how to conduct a community risk assessment. The National Fire Academy also has training programs on the topic.

Determine the Scope of Your Program

Will you include homes that require hard wired alarms to meet the code? Will you install CO alarms as well as smoke alarms? Will you only include owner-occupied homes? Will you be able to provide assistive devices to people who are deaf or hard of hearing? Will you include replacing hardwired

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alarms? While your program should have a pre-determined scope, be prepared to be flexible on a case by case basis.

Will you change batteries (on alarms that are less than 10 years old) as well as install smoke alarms? Will you replace alarms that are more than 10 years old?

Planning Home Safety Visits

Besides installing the new alarms, a home visit is an opportunity to review a home safety checklist. This is a great chance for one-on-one fire education. You should discuss and help develop a home escape plan with the residents around their abilities and family structure. Ask them what their fire safety concerns are. Help the resident look around their home for any fall or fire hazards and help them make adjustments. You can discuss cooking, smoking, heating or electrical fire safety (but not all of them at once). You might select a short video to show, or some pamphlets to leave behind. (Do you need multi-lingual materials?)

Remember you are always a guest in their home. Be sure to act accordingly and with respect. However, you must be clear that if you discover an illegal apartment you are required to report it.

Finding People Who Need Alarms

How will people who need alarms find out about your program (especially if they don't yet realize they need new alarms)? Will you put ads in the paper to let people know that they need to make appointments? Will you canvas neighborhoods with flyers or door hangers announcing the program? Will you go through the local senior center, or social service agency (WIC Office or fuel assistance program for instance)? You could hang flyers at the local houses of worship, library, senior center, etc.

Selecting Alarms/Requesting Donations

Decide on what types of smoke or CO alarms or adaptive equipment (for people who are deaf or hard of hearing) you want to install so that you can meet the code.

If installing hard-wired alarms, will your program include new installations or just replacement of alarms that have expired? Some installations might require pigtail adapters to make the all the alarms consistent on the system (not only will they sound when the test button is pressed, but when they are needed to sound the alarm.)

You will need to purchase or solicit donations for alarms and possibly adapters (pig tails) for replacing hard-wired alarms.

What mechanism does the town or fire department have for accepting donations? Can you accept money or just alarms? Consider asking municipal leaders to establish a donation fund for the program/public fire education.

Who in your community will you ask for support? (Civic organizations, electricians, hardware stores, big box stores)

Who will do the asking? (Mayor, manager, select board, fire chief)

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Will you write solicitation letters or grants to obtain smoke alarms?

See attached donation request letter from the Hard-Wired Smoke Alarm Pilot Program.

Liability Waivers

Can use [DFS draft](#) liability waiver (see attached) or have town counsel develop its own.

If using the DFS draft, have it reviewed by town counsel.

The sample liability waiver does not need to be amended to cover electricians working on a town sponsored program. However, DFS legal always advises that town counsel review all liability waivers before they are used in local programs. Electricians installing alarms as part of a community sponsored project are considered agents of the town for the purpose of the program. It is recommended that this be specified in a formal agreement.

Permit Issues

Merely replacing a hard-wired smoke alarm does not need a building permit. But if the “pig tail” is broken or needs to be replaced, that would require a one. Where required a permit should still be pulled.

Local select boards and city councils can vote to approve no collection of the permit fee for town installation programs.

Inspection Issues

Fire departments should be careful to avoid any appearance of a conflict of interest. No inspector should inspect their own work. Departments might wish to collaborate with neighboring departments on inspections, but how each community sets up their program is up to them.

If a fire should occur, anyone who inspected the work could not consult for the Department of Fire Services as part of that fire investigation.

Installation Team

Train the Team

Train the team on what the code requires for placement and type of alarms.

Train the team to remember they are always guests in the home and to show appropriate respect for that role. Remember people don't care what you think until they think you care.

Train the team in public education issues related to home visits. Using a home visit checklist is helpful to the inspector who would be doing a safety visit.

Volunteers

You will need to recruit volunteers for the installation. It is recommended that two people are in the home at the same time. If it's a senior program, perhaps someone from the senior center who is a

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known and trusted person could go with the fire department or other installation team member. This is where your partnerships can really come in handy. If you are using Boy Scouts or other volunteers, make sure someone is with them and they don't enter the home alone.

- Installers (Red Cross, scouts, firefighters);
- Home Safety Visit Partners: (Senior Center staff, Council on Aging members, firefighters)
- Electricians if doing hard wired alarms;
- Do you need interpreters or bi-lingual team members?

The department could choose to run CORI checks (or updated CORI checks) on any participating individual. Who needs to make this decision?

Recruiting Electricians

There might be electricians on the fire department who would volunteer their services, or you might ask electricians who live or work in town if they would volunteer for the occasional hard-wired installation. The chief could ask to see the electrician's license and check those credentials in addition to deciding whether or not to do CORI checks.

Tools and Supplies

Determine what tools you will need for each installation team.

Tools

Vision 20/20 suggests this basic list of tools that will be needed:

- Alarms
- Small two-step safety ladder (this will be fine for most installations, and it is light and easy to handle)
- Six-foot-tall step ladder for higher ceilings
- Charged cordless drill with proper bits
- Extra charged battery for the drill
- 1-1/4-inch drywall screws
- Tip: Using drywall screws instead of the anchors and screws supplied with the alarm will cut installation time in half, leaving more time with the residents.
- Phillips and flathead screwdrivers
- Box knife
- Small hammer
- Pliers
- 10-foot measuring tape
- Small flash light
- Supply of batteries for the equipment you are installing
- Extra batteries for existing smoke alarms if appropriate
- Marking pen (to write the date of installation on the inside of the alarms)

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- Trash bags (to remove all of the smoke alarm and alert equipment packaging)
- Small handheld vacuum to clean up any sheetrock dust
- Clipboard and pen for documentation
- Stock tools and supplies for alarm installation
- Safety handouts
- Forms, electronic tablet (i.e. iPad) or other means of recording the visit
- Electrical tape (for taping the ends of batteries you remove.)

Educational Materials

Decide on what educational tools to use. You can show some short videos or review and leave printed materials behind. DFS has handouts on many different topics, and some in languages other than English.

Record Keeping and Evaluation

Vision 20/20 and the NFPA have samples of home visit data collection forms you might consider using. This would allow you to track your home visits, what type of home it was, how many and what types of alarms or other items you installed, what safety issues you discussed with the resident.

Scheduling Installations / Gaining Trust and Access

Who will schedule of installations? This is where your partners can be helpful and good communication is important. You might set aside one Saturday a month for installations and have the senior center schedule them for the team. Or the fire department might prefer to handle scheduling directly.

Will you canvas a neighborhood one week in advance, requesting people to call for appointments? Will you provide homeowners with a flyer or door hanger letting them know you will be in the neighborhood on a particular day? Or will you have people call or email to schedule appointments?

Word of mouth can be a powerful tool to help you get the word out and grow your program.

Communication

Decide on a strategy to advertise your program. Here are some possible ways to get the word out:

- Press release
- Local Access TV
- Local TV news or shows
- Posters in public buildings or places the public goes (laundromat, supermarket)
- Radio
- Newspaper ads
- Canvass a neighborhood with flyers
- House of Worship bulletin

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Publicity

Ask if one your recipients will allow you to publicize the installation either by letting you take photos to send out with your press release, post on social media, or if they would allow a local reporter (print/web) or TV station to cover it.

Issue a media advisory if you are going to ask the press to cover the event and the press release and photo afterwards.

If one of the alarms you installed alerts residents to a fire, you might want to publicize the “save”, assuming everyone was able to escape safely.

Attachments:

- 1) Sample Solicitation Letters
- 2) Sample Liability waiver
- 3) Vision 20/20 CRR Home Safety Visit Questionnaire
- 4) Data collection sheet
- 5) Sample Press Releases
- 6) Sample Thank You Letters

[Letterhead]

[Date]

[Sal Full Name]

[Title]

[Company]

[PO Box or Street Address]

[City, State, Zip]

Dear [Sal]. [Last Name]:

The [name] Fire Department is looking to expand/create its Senior SAFE smoke alarm project to help ensure the older adults in our community are protected by working smoke alarms. Smoke alarms give everyone early warning of danger and time to use their home escape plan. [If you have a program already: Our current Senior SAFE smoke alarm project is limited to addressing homes with battery-operated smoke alarms only, and the need to replace hard-wired alarms is becoming more frequent.][If you are starting a new program: Our program will replace outdated hard-wired smoke alarms in the homes of eligible seniors in our community.]

Seniors Account for 1/3 of Fire Deaths

People over 65 account for one-third of the fire deaths in Massachusetts and this age group is twice as likely to die in a fire as any other age group. In many recent fatal fires, there were no working smoke alarms. The battery had been removed, the smoke alarm disabled, or it was more than ten years old and simply no longer worked.



Seeking Support: Volunteer Electricians and Hard-Wired Alarms

The [Town] Senior SAFE program is funded by a small grant from the state Department of Fire Services. We are launching a pilot project in concert with the Senior SAFE programs in neighboring communities, and with the support of [if we can say this: the Fire Chiefs' Association of Massachusetts and the Fire Prevention Association of Massachusetts.] We think this pilot program could help about 25

older adults be safer in their homes this year and hopefully prevent them from being a victim of fire.

We are recruiting local electricians to volunteer to assist us and asking for donations of [what you want: photoelectric smoke alarms, combo photo and CO alarms, pigtail adapters, or donations to purchase x, y, and z,]. When we currently encounter such situations, we can only provide education and guidance on what should be done. Can you help us with [what you want from this person/group/company and how many/much]?

[You can include some details about the program here if you like. Such as: partnership with COA and FD, who is eligible, what types of homes are eligible-owner occupied by seniors, 1 or 2 families, not for sale].

If you are interested in learning more about this project and how you can help keep the seniors of [town] safe from fire, please call [full title and name] at [telephone]. Thank you.

Yours truly,

Chief {full name]
[Fire Department]



Name: Potential Donation Corporation
Address: 1010 Main Street, Any Town
Date: 06-01-2017

To Whom It May Concern:

Several local fire departments in the greater Lowell and Fitchburg areas are collaborating to expand our local Senior SAFE smoke alarm installation projects to include hard-wired alarms. Senior SAFE is a grant program funded by the state Department of Fire Services to help reduce fires in older adult's homes and aims to reduce the number of seniors who die in fires. Our current Senior SAFE smoke alarm projects are limited to addressing homes with battery-operated smoke alarms only, and the need to replace hard-wired alarms is becoming more due to current Building Codes. Even the American Red Cross' smoke alarm project is limited to battery-operated devices. In an increasing amount of cases in newer buildings, these battery-operated devices do not meet the current code requirements of hard wire smoke and CO alarms. This coalition of fire departments is trying to change that scenario in order to protect those senior citizens who need earlier alerts and more time to evacuate in the event of fire.

The Need

Seniors account for one-third of the fire deaths in Massachusetts. Members of this age group are twice as likely to die in a fire than any other age group due to mobility and disability issues, and often live without the benefit of working smoke alarms. In many recent fires where injury or death occurred, fire investigators found the following:

- Alarm wires hanging in place and the detector on a shelf;
- Alarms no longer working with batteries removed; and
- Alarms much older than their 10-year life span.



The Request

This working group currently includes seven fire departments, the public education unit in the Department of Fire Services and a growing list of local electricians. This group is showing promise of growing exponentially. This pilot project is endorsed by the Fire Chiefs' Association of Massachusetts (FCAM), the Fire Prevention Association of Massachusetts (FPAM) and the Mass International Association of Arson Investigators (MAIAAI). This written request is for hardwired photoelectric smoke alarms and/or CO alarms, or dual detection of photoelectric smoke alarms combined with CO alarms with voice annunciation. It would be beneficial if we could work out a voucher system so that detectors could be picked up at the store on an as needed basis, however, we will not deny donations of alarms. We expect each fire department will need a minimum of 25 of each alarm (CO and Smoke) in the first year.

The Goal

For this first year of this pilot program, we are setting our goal for a collective donation of up to 200 hardwired photoelectric smoke alarms and up to 200 CO alarms, or up to 200 dual detection of photoelectric smoke alarms combined with CO alarms with voice notification.

Educational Point

Ionization alarms are falling out of favor with current Building Code. It might be advantageous to follow the trend to reduce your stock of unsold merchandise. Photoelectric technology is current and code compliant in ALL households in Massachusetts.

Public Recognition

October is traditionally "Fire Safety Month" and we think this could be a great time to kick-off this pilot program or to do a recognition event for the sponsorship.

Please see the map attached and "Make your Mark on Massachusetts"

I ask that you please join our lifesaving coalition to reduce the number of deaths and be part of something new in the modern world of fire safety. Feel free to contact me at (978) 345-9672.

Lt. Philip Jordan – Fitchburg Fire Prevention

On behalf of the Billerica, Dunstable, Groton, Fitchburg, Lunenburg, Pepperell, Westford
Fire Departments

Chief David Mottor
President, FCAM

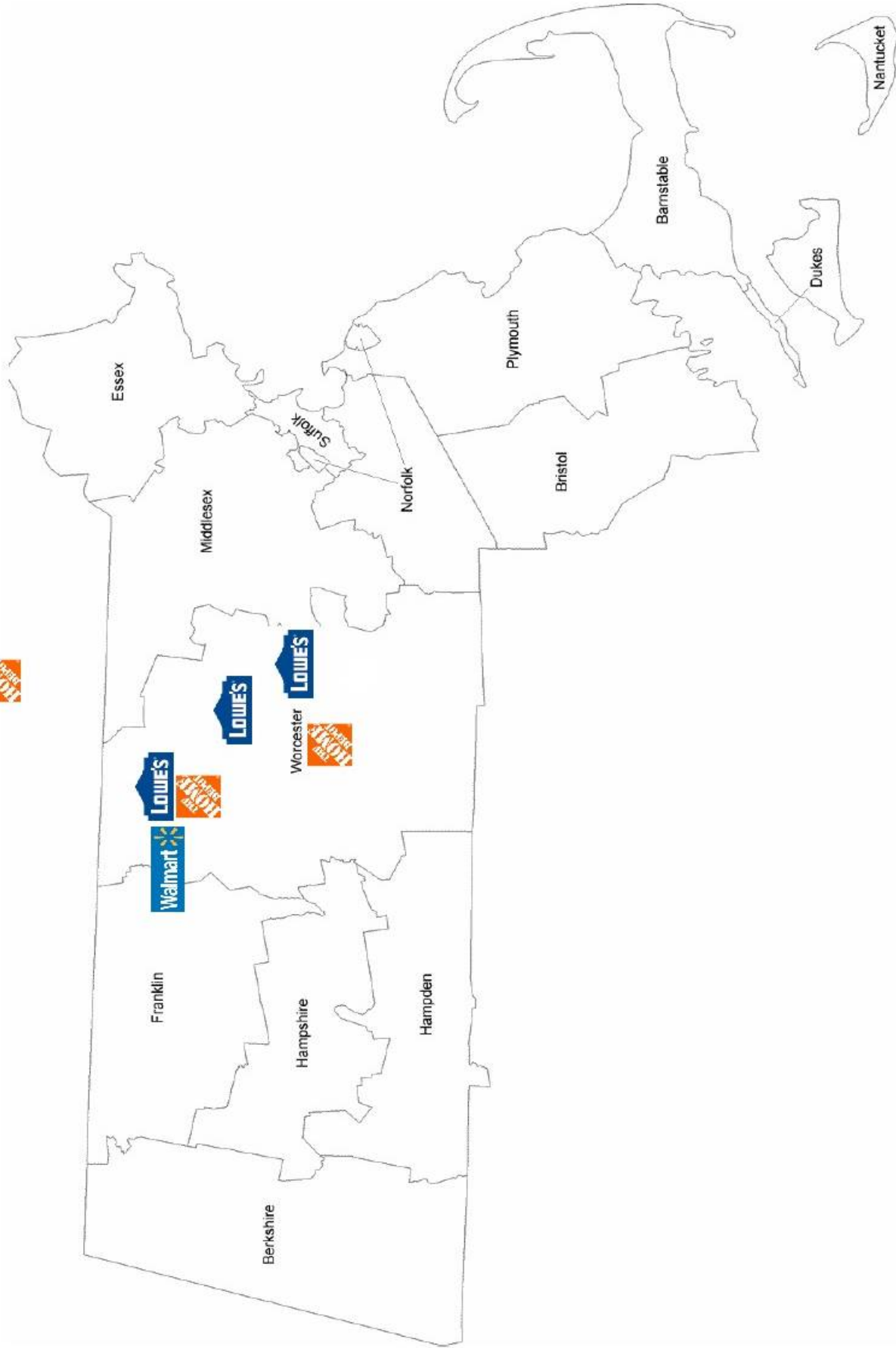


Lt. Steven Lavoie
President, FPAM



Eric Desrochers
President, MAIAAI





(FOR USE ON GOVERNMENT LETTERHEAD)

**Fire Department Smoke Alarm or Combination Smoke/Carbon Monoxide Alarm Program
Participant Hold Harmless, Waiver and Release**

The _____ Fire Department is providing me a smoke alarm or combination smoke/carbon monoxide alarm(s) and/or batteries through its smoke alarm or combination smoke/carbon monoxide alarm program without cost to me. I understand and agree that I alone am responsible for the maintenance of my smoke alarm or combination smoke/carbon monoxide alarm(s). Maintenance includes, but is not limited to, testing the smoke alarm or combination smoke/carbon monoxide alarm(s) monthly and buying and installing new batteries at least once a year to make sure the smoke alarm(s) or combination smoke/carbon monoxide alarm(s) continues to operate. I understand that the smoke alarm or combination smoke/carbon monoxide alarm(s) will function only with a charged battery and that the battery will discharge over time.

I also understand that smoke alarm or combination smoke/carbon monoxide alarm(s) and batteries are subject to defect and the City/Town/Fire District of _____ does not make any warranties or representations about the performance of the smoke alarm or combination smoke/carbon monoxide alarm(s), the batteries, or any other equipment, product, or service provided to me under this program. City/Town/Fire District of _____ specifically disclaims any warranty (express or implied) that a smoke alarm or combination smoke/carbon monoxide alarm, battery or equipment or product provided under this program is fit for a particular purpose and disclaims any warranty of merchantability (express or implied). Further, City/Town/Fire District of _____ makes no warranties or representations about the services provided through this program, including the proper installation of the smoke alarm or combination smoke/carbon monoxide alarm, the proper location of the installation of equipment or products, the proper or correct or timely replacement of batteries or smoke alarm or combination smoke/carbon monoxide alarm, testing, or the availability of city/town/fire districts personnel to perform or assist in the performance of such services. Further, this program may be discontinued at any time without notice.

In consideration of the acceptance of a smoke alarm or combination smoke/carbon monoxide alarm(s), batteries, and or equipment, products, or services, I hereby hold City/Town/Fire District of _____ harmless and waive, release, and discharge any and all claims for death, personal injury, or property damage which I may have, or which may occur or accrue to me, against the City/Town of _____, its officers, officials, employees, and volunteers, and any other involved municipal or public agencies from and against any and all liability arising out of or connected in any way with the smoke alarm or combination smoke/carbon monoxide alarm(s) program or my acceptance of said smoke alarm or combination smoke/carbon monoxide alarm(s), batteries, equipment, products, or services. It is further understood and agreed that this waiver and release is binding upon my guests, invitees, family members, heirs and assigns.

Name: _____

Date: _____

Address: _____

Phone: _____

Signature: _____

of detectors installed _____ # of batteries replaced _____

CRR Home Safety Visit Questionnaire

FEMA Assistance to Firefighters Grant Program

Date of visit: _____ Time home safety visit starts: _____

Name of occupant: _____ Home phone: _____

Street address: _____ Apt. #: _____

City and state: _____ ZIP: _____

☐ ← **REVISIT?** Check if this is a revisit to a home for which a form was previously submitted (e.g., when no one was home at first).

*** PLEASE DO NOT LEAVE ANY QUESTIONS BLANK. ***
IF THE ANSWER TO A QUESTION IS "0" OR "NONE", ENTER "0".

1. Type of home

☐ Detached house ☐ Mobile home ☐ Duplex
☐ Multifamily ☐ Townhouse ☐ Other _____

2. If entry to residence was not possible, why not? (primary reason only)

☐ No one home ☐ Occupant refused entry (Why? Fill in.) _____
☐ Only minor at home _____
☐ Language barrier ☐ Other _____
☐ Vacant home/lot

3. Names of those conducting safety visit:

4. Positions of fire department representatives making the visit (check all that apply)

☐ Firefighter (not in prevention bureau)
☐ Social worker ☐ Health care worker
☐ Prevention Bureau ☐ Community volunteer
☐ Other _____

PRIVATE FIRE ALARM SYSTEM

5. Was a private fire alarm system present? **(do not test)** ☐ Yes ☐ No

If Yes:

5a. Did the private fire alarm system appear to be working? ☐ Yes ☐ No

5b. # of smoke alarms in the private fire alarm system _____

NUMBER OF SMOKE ALARMS ON ARRIVAL

6. # of working (sounds when tested) smoke alarms (exclude private fire alarm system) _____

7. # of non-working smoke alarms (excluding private fire alarm system) _____

INSTALLATIONS

8. # of alarm(s) installed (fill in the quantity)

ionization lithium battery _____

ionization alkaline battery _____

photoelectric lithium battery _____

photoelectric alkaline battery _____

Lifetone bedshaker _____

Gentex strobe alarm _____

Other (specify) _____

9. Total number of alarms installed _____

9a. If no alarms were installed, why? _____

REPLACEMENTS

10. # of working smoke alarms replaced (e.g., because of age) _____

11. # of non-working smoke alarms whose batteries were replaced _____

12. Total number of working smoke alarms at end of visit _____

CRR Home Safety Visit Questionnaire

FEMA Assistance to Firefighters Grant Program

CODE REQUIREMENTS

13. Did the home end up with the number of working smoke alarms required by local code? ☐ Yes ☐ No

If No:

13a. Why not?

☐ Not enough time during visit

☐ Not enough smoke alarms

☐ Occupant refused (Why? Fill in.) _____

13b. Was the occupant advised of the number of smoke alarms required to meet code? ☐ Yes ☐ No

EDUCATION PROVIDED

14. Occupant instructed on (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Smoke alarms | <input type="checkbox"/> Heating safety | <input type="checkbox"/> Cooking safety |
| <input type="checkbox"/> Escape planning | <input type="checkbox"/> CO safety | <input type="checkbox"/> Residential sprinklers |
| <input type="checkbox"/> Smoking safety | <input type="checkbox"/> Candle safety | <input type="checkbox"/> No instruction provided |
| <input type="checkbox"/> Child fire safety | <input type="checkbox"/> Other _____ | |

15. Ask occupant: Do you have a fire escape plan? ☐ Yes ☐ No

If Yes:

15a. Was the fire escape plan practiced in the last year? ☐ Yes ☐ No

15b. Where is your meeting place? ☐ Credible site ☐ Not credible site

16. Occupant given written materials on:

- | | | |
|--|---|--|
| <input type="checkbox"/> Smoke alarms | <input type="checkbox"/> Heating safety | <input type="checkbox"/> Cooking safety |
| <input type="checkbox"/> Escape planning | <input type="checkbox"/> CO safety | <input type="checkbox"/> Residential sprinklers |
| <input type="checkbox"/> Smoking safety | <input type="checkbox"/> Candle safety | <input type="checkbox"/> No written materials left |
| <input type="checkbox"/> Child fire safety | <input type="checkbox"/> Other _____ | |

DEMOGRAPHICS

Ask occupant:

17. Do you own or rent your home? ☐ Own ☐ Rent

18. How many people live in your home? _____

19. How many children in the home are under age 5? _____

20. How many people in the home are over age 65? _____

21. How many people in the home are physically or mentally challenged, e.g., deaf, hard of hearing, blind, vision impaired, mobility impaired, or other physical or mental challenges? _____

22. How many people in the home are smokers? _____

23. What is the race or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic)

- | | | |
|---|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American | <input type="checkbox"/> Asian Pacific Islander |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White | <input type="checkbox"/> Other _____ |

Time home safety visit ended: _____

Signature of visit team member: _____

Date: _____

Program representative/witness: _____

ADD LOGO HERE

Home Fire Preparedness Program

[illegible]



For Immediate Release: October 20, 2017
Contact: Jeanne M. Teehan, Billerica Senior Center, (978) 671-0916
Lt. Phil Jordan, Fitchburg Fire, (978) 345-9672

**Area Senior SAFE Programs Expand Smoke Alarm Installation Programs
to include Hard-Wired Alarms
Program Launched in Billerica with First Installation**

On October 20, 2017, Billerica Town Manager John Curran, Billerica Fire Chief Thomas Conway and Billerica Council on Aging Director Jean Bushnell launched an expansion of their Senior SAFE Program to include installation of hard-wired alarms, not just battery-operated ones. This is a pilot program that includes the Senior SAFE programs in: Billerica, Dunstable, Fitchburg, Groton, Lincoln, Lunenburg, Pepperell, and Westford. Today, the first installation occurred in a Billerica senior's home. The project is endorsed by the Fire Chiefs' Association of Massachusetts and the Fire Prevention Association of Massachusetts.

Senior SAFE is a grant program funded by the state Department of Fire Services to help reduce fires in older adults' homes. Many communities use their funds to install smoke alarms. The pilot group has received donations of alarms from Home Depot – Leominster, Kidde, and the MA Chapter of the International Association of Arson Investigators (MA IAAI). Electricians are donating their time to assist with installations when needed. The group is looking for additional sponsors and supporters. Contact the community connection below or Fitchburg Fire Lt. Phil Jordan on behalf of the group at (978) 345-9672.

Many people don't realize that smoke alarms don't last forever; they need to be replaced every 10 years. The sensing technology wears out over time and cannot be relied upon in an emergency after 10 years. This includes hard-wired and battery-operated alarms.

According to Jean Patel Bushnell, Director of the Billerica COA, "We are truly proud of this program and its expanded capability. We want to do everything possible to protect our seniors and enrich their lives. Replacing hard-wires is a complicated process for seniors including the cost. Having a program that could help seniors manage the logistics and the costs is a life-saver."

Seniors should contact their local senior center to find out if their fire department has a smoke alarm installation program. Some programs also have carbon monoxide alarms.

MORE ---



Contact Information for participating local Senior SAFE Programs:

Billerica	Council on Aging, (978) 671-0916
Dunstable	Chief Brian Rich, (978) 649-6661
Fitchburg	Lt. Phil Jordan, (978) 345-9672
Groton	Diane Aiello, (978) 448-6333 or the Senior Center
Lincoln	Lt. Ben Juhola, (781) 259-8114
Lunenburg	Capt. James Ricci, (978) 580-1220
Pepperell	Chief Toby Tyler, (978) 433-2113
Westford	Lt. Don Parsons, (978) 692-5542



Name
Company
Address
City, State Zip

DATE

Dear Sal. Last Name:

On behalf of the Coalition of Senior SAFE Programs, (list names of other fire service organizations who support you), I would like to thank you and our friends at COMPANY. Your donation of (insert alarms, or gift cards) for our smoke and carbon monoxide alarm installation programs.

Please keep an eye out for the news releases as we get this program going and know that it was your donation that will directly help in our life saving initiative.

We are thankful for your donation that will help the older adults in our communities be safer in their homes. .

Yours truly,

Rank and full name
Fire Department



Name: The Home Depot
Address: 135 Commercial Rd
Leominster, MA 01453
Date: 07-24-2017

Alice:

On behalf of the Smoke Coalition "Pilot Program" I would like to THANK YOU and our friends at Home Depot. You are the first donation of \$200 in the form of gift cards to purchase Smoke/CO detectors regarding our request of need.

Please keep an eye out for the news releases as we get this program going and know that it was your donation that will directly help in our "Life Saving" initiative.

We hope to build a lasting relationship as we feel this program may expand exponentially once our counterpart Fire Departments get involved.

Gratefully yours;
Lt. Phil Jordan

Chief David Mottor
President, FCAM



Lt. Steven Lavoie
President, FPAM



Lt. Thomas Murray
President, MAIAAI

