

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 letter of **date** refers. A review of the number of false alarms passed to the **name of F&RS** in the last 3 months has been completed.

We are writing to inform you that the level of false alarms passed to the **name of F&RS** (unwanted fire signals) over the last 3 months has continued to exceed the performance level 1 threshold. However, we have agreed a further period of 3 months monitoring will take place in order to assess the effectiveness of changes you have made. At the end of this time, we will inform you if any action will be taken regarding a change in emergency response.

You are required to manage the fire alarm system in accordance with current fire safety legislation and standards applicable to which it was fitted. Any false alarms should be fully investigated and recorded. Action as necessary must be taken to avoid future false alarms and measures are in place to prevent false alarms being sent through to the **name of F&RS**. Ensure appropriate training is in place, including training for key-holders, and that a suitable maintenance programme for the system is in place. You must also ensure your risk assessment and emergency plan are up-to-date.

Confirmed fires via the 999/112 exchange telephone system will continue to receive a full emergency response.

Do not call the fire service in the event the alarm is a known 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