

Sample 1st Letter to Owner Re: Fire Alarm Upgrade

Dear:

RE: Fire Alarm Upgrade

The *[name of Fire Department]* has the authority under the British Columbia Fire Services Act to review all public buildings to insure a minimum level of life safety for all occupants. It is expected that the local fire authorities will review the fire and life safety features during their required routine building inspections. It has been determined that the current fire alarm system at your building is not at an acceptable level and an upgrade is required. The minimum standards of the fire alarm has changed since the construction of this building. While we do not require an upgrade every time we have a new fire and building code, at this point the fire department recognizes the need for an upgrade.

Recent fires, some with fatalities, involving multi-residential buildings with similar systems to your building identified the urgency to the fire alarm upgrade. Prevention is the key for good detection and acceptable audible sounding devices, rather than relying on good luck to save the residents from a more serious situation.

The *[names of regional fire departments]* gave a joint workshop on *[date]* in *[name of town]* to the *[name of organizations]*. This workshop explained the need and process for the upgrade program. We have been working with owners of buildings similar to yours for the past two years. We have also published this information in the *[name of local newspaper]*.

Upgrade of buildings is an ongoing process throughout Canada. We are dealing with all building owners in the same fashion. Once the fire department identifies to the building owners that there are deficiencies, the municipality is working cooperatively with the building owners to work out a plan to remedy the deficiency.

The *[name of fire department]* wants to work with the owners to resolve the issues. The primary goal of the fire department is to bring your building up to an acceptable minimum level of life safety for all occupants of your building in a workable timeframe. If mutually agreeable solution is not found, the fire department will have no choice but to issue a provincial fire order to resolve the deficiencies.

Please confirm in writing your intentions with this issue by *[date]*.

I hope this letter clarifies any outstanding issues. If you require further information, please contact me at xxx-xxxx.

Sincerely,

Assistant Chief
Fire Prevention Division