



CITY OF HOUSTON

R.W. Galvan

Fire Department

Fire Marshal

**Fire Prevention Division
600 Jefferson
Houston, Texas 77002
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To Whom It May Concern:

This letter is being issued to address the need to decrease the number of reports to the Fire Department by telephone, due to the following:

1. Construction activities within a building,
2. Inadvertent telephone calls when the fire alarm system or fire protection equipment in a building is being inspected or tested by an installation/service company.
3. Telephone calls during the periodic fire drill events.

The following shall be required of property owners/management and/or contractors prior to the sounding of any non-emergency fire alarm signal within a building:

1. Written notification shall be sent to all management employees and/or contract employees and to the building tenants or on-site tenant representatives, or residents, providing them with the date and times of system testing
2. Notify by telephone the building's monitoring service prior to and at the conclusion of any systems testing or fire drill activity. The initial call shall be verified by a second call to the monitoring company
3. Send a fax (713-884-4237) to the Houston Fire Department Office of Emergency Communications at least two hours before a test or drill and call (713-884-3143) prior to and at the conclusion of any system testing and fire drill activity.
4. Make an announcement over the building's public address system (where provided) to all floors prior to initiating testing and at the end of systems testing or fire drill periods.

Failure of property owner/management and/or contractor to provide proper advance notification of fire alarm or fire protection system testing, or lack of adequate notification of fire drill activities, that results in the inadvertent dispatch of emergency personnel shall be regarded as a false alarm toward the property's false alarm allowance, and may subject property owner/management and/or

contractors to fire code citation (Minimum fine \$500, Maximum fine \$2000, per violation) for false alarm in violation of the City of Houston Fire Code, Section 401.3.1

R.W. Galvan
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