



# COMMONWEALTH of VIRGINIA

*Department for the Aging*

Julie Christopher, Commissioner

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**April 24, 2007**

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**Note:** The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*  
Julie Christopher, Commissioner

**MEMORANDUM**

**TO:** Directors and Staff,  
Area Agencies on Aging

**FROM:** Julie Christopher

**DATE:** April 24, 2007

**SUBJECT:** *No Wrong Door* is Virginia's Top Technology Initiative

On 4/20/07, the Information Technology Investment Board (ITIB) met and voted *No Wrong Door* as Virginia's top technology initiative. The Board is charged with reviewing and prioritizing enterprise-wide technology investments across state government for the Virginia Information Technology Agency (VITA). The number 1 Project (out of 40) in all of state government was the No Wrong Door initiative. This ranking was based on new methodology established to prioritize projects that are aligned with the Governor's initiatives, the Council for Virginia's Future, and performance measures. In fact, Constance Scott, who prepared the report, said "it (No Wrong Door) was off the charts – head and shoulders – above the rest in terms of alignment".

For a listing of all of Virginia's technology initiatives, go to  
[http://www.vita.virginia.gov/itib/docs/2007/070418/RTIP\\_ProjectList.xls](http://www.vita.virginia.gov/itib/docs/2007/070418/RTIP_ProjectList.xls)

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*  
Julie Christopher, Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**AND:** Nutrition Directors

**FROM:** Elaine S. Smith, MS, RD  
Program Coordinator

**DATE:** April 24, 2007

**SUBJECT:** VDFP CO Alarm Grant Program

Following is a new grant program announced by the Virginia Department of Fire Programs (VDFP). Read below or refer to the attached guidelines/application. **Applications are due by 5 PM on June 1, 2007.** All questions should be addressed to Mark L. Buff, Marketing & Communications Manager, Virginia Department of Fire Programs. He can be reached by email at [mark.buff@vdfp.virginia.gov](mailto:mark.buff@vdfp.virginia.gov) or by phone at 804.371.0220.

VDFP CO Alarm Grant Program

The Virginia Department of Fire Programs (VDFP) and the Virginia Fire Services Board (VFSB) in conjunction with the State Fire Marshal's Office (SFMO) and the Virginia Department of Housing and Community Development (DHCD) have dedicated FY07 funding to purchase a limited number of carbon monoxide alarms. The alarms will be distributed to fire departments, non-profits and all other community organizations charged with delivering fire/life safety related education and/or services in Virginia. Fire Departments interested in applying for the grant must be a Virginia Fire Incident Reporting System (VFIRS) participant. All non-profits/community organizations interested in applying for the grant must partner with and report to a VFIRS participating local fire department (see attachment D of the application).

## VDFP CO Alarm Grant Program

April 24, 2007

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To be considered for the grant, all interested parties should complete and return the attached grant program application and comply with the instructions and qualifications listed in the document. Non-profit/community-based groups will be required to complete and return the fire department partnership form (form C) with your application.

The number of carbon monoxide alarms awarded to each participant will be based on set increments and availability of alarms. Each participant will have the option of requesting CO alarms in increments of 25, with 200 as the maximum. VDFP reserves the right to make partial awards in any or all cases to maximize the use of the available resources (CO alarms) in a fair and equitable manner. Due to the limited number of CO alarms available in the grant program, VDFP reserves the right to base awards on the date of receipt for eligible applications in the event there are more requests for detectors than the current inventory.

This grant consists of both battery operated and AC powered with battery backup, digital display CO alarms. All awardees will receive the following approximate percentages of CO alarms:

- 75% - battery operated
- 25% - AC powered with battery backup

### Eligible Organizations

The following organizations and fire departments charged with delivering fire/life safety related education and/or services in Virginia are eligible to receive CO alarms:

- Virginia Fire Departments (career and volunteer)
- Public agencies (e.g., local and district health departments)
- Non-profits (e.g., social service organizations, homeowner associations)
- Community groups (e.g., neighborhood watch groups and senior programs)

All Fire Departments applying to the CO Alarm Grant Program must be a Virginia Fire Incident Reporting System (VFIRS) participant. All non-profits/community organizations interested in applying for the grant must partner with and report to a VFIRS participating local fire department. To find out what fire departments are eligible for partnerships, please see attachment D.

VDFP CO Alarm Grant Program  
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No more than one project per service area or community will be funded. In the event several overlapping applications are received from a single community, the applying agencies will be given the opportunity to develop a combined proposal.



# COMMONWEALTH of VIRGINIA

## Virginia Department of Fire Programs

W. G. Shelton Jr., CEM  
EXECUTIVE DIRECTOR

Office of the Executive Director  
1005 Technology Park Drive  
Glen Allen, VA 23059-4500  
Phone: 804/ 371-0220  
Fax: 804/ 371-3408

### **Exposing an Invisible Killer: The Carbon Monoxide (CO) Alarm Grant Program**

#### **I. Project Summary**

According to the United States Fire Administration, each year in America, carbon monoxide (CO) poisoning claims approximately 480 lives and sends another 15,200 people to hospital emergency rooms for treatment. In 2005, the Virginia Office of the Chief Medical Examiner reported 6 carbon monoxide-related deaths. In addition, fire departments throughout the Commonwealth responded to approximately 635 CO exposure-related incidents, according to the 2006 Virginia Fire Incident Reporting System.

Often called the “invisible killer”, carbon monoxide is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel are potential sources of carbon monoxide. Vehicles or generators running in an attached garage can also produce dangerous levels of carbon monoxide.

The “invisible killer” does not discriminate. Everyone is at risk for CO poisoning. However, medical experts believe that unborn babies, infants, children, senior citizens and people with heart or lung problems are at greater risk for CO poisoning. Based on these findings, the Virginia Department of Fire Programs (VDFP) is partnering with several other agencies to offer a Carbon Monoxide Alarm Grant Program. The Program’s primary goal is to educate the aforementioned at-risk groups about CO poisoning prevention and detection. In addition, the Program will include installation of free CO alarms in at-risk households as well as instruction on the proper maintenance of the alarms.

#### **II. Project Guidelines**

The Virginia Department of Fire Programs (VDFP) and the Virginia Fire Services Board (VFSB) in conjunction with the State Fire Marshal’s Office (SFMO) and the Virginia Department of Housing and Community Development (DHCD) have dedicated FY07 funding to purchase a limited number of carbon monoxide alarms. The alarms will be distributed to fire departments, non-profits and all other community organizations charged with delivering fire/life safety related education and/or services in Virginia. Fire Departments interested in applying for the grant must be a Virginia Fire Incident Reporting System (VFIRS) participant. All non-profits/community organizations interested in applying for the grant must partner with and report to a VFIRS participating local fire department (see attachment D).

To be considered for the grant, all interested parties should complete and return the *grant program application* and comply with the instructions and qualifications listed in the document. If your organization is a non-profit/community-based group you will be required to complete and return the fire department partnership form (form C) with your application.

The number of carbon monoxide alarms awarded to each participant will be based on set increments and availability of alarms. Each participant will have the option of requesting CO alarms in increments of 25, with 200 as the maximum. VDFP reserves the right to make partial awards in any or all cases to maximize the use of the available resources (CO alarms) in a fair and equitable manner. Due to the limited number of CO alarms available in the grant program, VDFP reserves the right to base awards on the date of receipt for eligible applications in the event there are more requests for detectors than the current inventory.

This grant consists of both battery operated and AC powered with battery backup, digital display CO alarms. All awardees will receive the following approximate percentages of CO alarms:

- 75% - battery operated
- 25% - AC powered with battery backup

#### **A. Eligible Organizations**

The following organizations and fire departments charged with delivering fire/life safety related education and/or services in Virginia are eligible to receive CO alarms:

- Virginia Fire Departments (career and volunteer)
- Public agencies (e.g., local and district health departments)
- Non-profits (e.g., social service organizations, homeowner associations)
- Community groups (e.g., neighborhood watch groups and senior programs)

All Fire Departments applying to the CO Alarm Grant Program must be a Virginia Fire Incident Reporting System (VFIRS) participant. All non-profits/community organizations interested in applying for the grant must partner with and report to a VFIRS participating local fire department. **To find out what fire departments are eligible for partnerships, please see attachment D.**

No more than one project per service area or community will be funded. In the event several overlapping applications are received from a single community, the applying agencies will be given the opportunity to develop a combined proposal.

### **III. Participant Requirements**

This document provides an explanation of the guidelines for this grant as well as instructions for completing the application. The purpose of the requirements is to ensure participating organizations combine CO alarm installation with vital CO poisoning prevention and detection education.

Participating agencies must develop and follow an installation program plan. The plan will outline how each participant will administer the grant with special attention to the following areas:

- CO alarm installations
- Fire safety/CO poisoning prevention and detection education
- Recordkeeping/reporting practices

- How will at-risk households be identified?
- How will the program be marketed to the target audience?

The application process will be conducted in the following manner:

- Any agency or organization requesting CO alarms must complete and submit an application form to be eligible to receive alarms and educational materials.
- Applicants must demonstrate a capacity to perform the required installation, CO poisoning prevention and detection education, recordkeeping and project reporting.

Once the application period ends (Friday, June 1, 2007) and CO alarms are awarded to approved applicants, alarms will be delivered by regions (regions will correspond to VDFP's seven geographic divisions). Hence, only seven deliveries will be provided where program awardees will be responsible for picking-up their CO alarms from a pre-determined location.

Awardees will have 12 months from the date of receipt of their CO alarms to accomplish 100 percent installation. Awardees will be required to return any unused CO alarms and materials at the conclusion of the 12 month period.

**Agencies and organizations receiving CO alarms must agree to:**

- Provide CO alarms to recipients without charge for either the alarm or for installation;
- Install CO alarms in residential households that do not already have adequate CO alarm coverage;
- Provide CO poisoning and CO alarm maintenance education to at least one adult resident of each household where an alarm is installed, and collect basic CO safety survey information from participants;
- Maintain a file of when and to whom the CO alarms were distributed and have recipients sign an installation report form and liability waiver (sample forms attached ), and provide copies of completed installation report forms to VDFP on a regular basis;
- Report CO poisonings in project households for a period of at least two years after the end of the local project, by matching calls for assistance to addresses where alarms were installed or by some other method;

Additional local agency responsibilities may be negotiated on a case-by-case basis.

**A. Benefits to the Local Organization**

Local agencies selected to participate in this project will receive the following benefits:

- **Free CO Alarms!** Free plug-in (AC powered) with battery backup or battery operated only carbon monoxide alarms approved by the Underwriters Laboratories (UL) standard 2034. Each CO alarm includes 9V battery, loud 85-decibel alarm, low battery warning, and digital readout (LCD) screen for the highest level of carbon monoxide detection.
- **Ready-to-Go Materials.** Free CO poisoning prevention and detection educational materials as well as CO alarm installation and maintenance information available to each participating organization.
- **Simplified Reporting Methods.**

**IV. General Information for Applicants**

The following general rules apply to this grant:

- Only CO alarms and the educational materials described above are available through this grant. No funding for support staff, or additional educational materials is available. All costs beyond the materials provided through this grant are the responsibility of the local agency/organization.
- VDFP will deliver CO alarms and educational materials to a designated location in each VDFP geographic division. Individuals accepted for the grant program will be notified of the delivery date and location in their award letter. Individual deliveries to departments or organizations are not permitted.
- Fire safety education materials of various types are often available free of charge from the United States Fire Administration (USFA). These materials can be ordered by calling the USFA Publications Center at (800) 561-3356, or from the web at [www.usfa.fema.gov](http://www.usfa.fema.gov). Additional free materials may be obtained from the United States Product Safety Commission at (800) 638-CPSC (2772), or from the web at <http://www.cpsc.gov>.
- The CO alarm installation project is funded by the VDFP and VFSB and supported by the SFMO and DHCD for FY07. No funding for future grants of CO alarms beyond the current project year is promised or guaranteed. While agencies that are awarded CO alarms may re-submit applications for additional years, the primary goal of the project will be to provide CO alarms to as many communities as resources allow. Grantee recipients are cautioned to avoid creating plans for an on-going local program dependent upon continuing support from this project.
- In considering any future application for funds for this or similar projects, agency track records in performing and documenting the activities proposed will be considered in making awards. Failure to properly perform the agreed upon responsibilities will make a local agency/organization ineligible for future awards.
- The application form must be fully completed; do not leave sections blank. If requested information is not available, or is estimated, please note this on the form.

**V. Application Form and Requests for Additional Information**

The application form for the CO alarm grant program is attached (form A). Instructions for completing it are provided below. Please type your application, or print legibly. If you would like to receive a copy of the application in Microsoft Word format, it may be downloaded from the VDFP web site at [www.vafire.com](http://www.vafire.com). You may also request a copy of the application be sent to you by mail. To request a copy of the application, contact Mark Buff at (804) 371-0220.

**Return completed forms to the address below. It is strongly recommended that all application materials be returned by certified mail with return receipt.**

Virginia Department of Fire Programs  
 Attn.: Exposing an Invisible Killer: The Carbon Monoxide (CO) Alarm Grant Program  
 1005 Technology Park Drive  
 Glen Allen, VA 23059

Applications may also be faxed to (804) 371-3444. All approved applicants will be notified once selections have been made.

**VI. Instructions for Completing the Carbon Monoxide (CO) Alarm Grant Program Application Form**

**A. CO Alarm Grant Program Application Window:**

Applications must be received no later than 5 p.m. EST Friday, June 1, 2007. Application materials received after 5:00p.m. EST Friday, June 1, 2007 will not be considered.

**B. Organization Description and Contact Information:**

List the name of your organization in this section, and provide contact information. Describe your organization. List the number of personnel that you have, and indicate whether they are paid, volunteer or a combination of both. (For large volunteer organizations, an estimated number of personnel or members will suffice. If your organization is a local affiliate of a state or national organization, list only the personnel or members in your local organization.) Finally, provide us with a short description of your organization and the scope of responsibility (e.g., mission/vision statement). For example, a typical description might be:

*We are a combination paid / volunteer fire department serving a community of 18,000. We have 6 paid firefighters, a paid fire chief and 23 volunteers. We operate on a 3-shift / 24-on, 48-off basis, with two paid firefighters per shift and volunteers on call as needed. We provide fire suppression as well as fire code inspections and fire safety education. We also respond to vehicle crash rescue calls and hazardous materials incidents. All of our personnel are certified firefighters. Our paid firefighters, and 12 of our volunteers, are also certified as emergency medical technicians. Our community is a suburban community with a combination of residential areas, small and medium businesses and two large manufacturing plants. Most of our residential areas are middle class subdivisions, but we have several areas with high percentages of low income and elderly residents living in older homes.*

Remember, this section is requesting information about your organization. A great amount of detail is not necessary, as long as you explain your organization's mission, and the population the CO alarm grant will benefit.

**C. Community and Population Served:**

Please provide the number of people who live in your community and the annual frequency (number) of heating-related fires and CO-related deaths/exposures.

Some sources for this information are:

Population (total and by age group), households and income:

US Census ([www.census.gov](http://www.census.gov), or your local library); Area Development District offices; and local or district health department community health needs assessments.

CO poisoning incidents resulting in transport/hospitalization and fatality information: This information should be available from your internal records (if you are a fire department) or from your local fire department (for other agencies). You may also want to work with your local hospital(s) to get information about the number of people treated for CO poisoning/exposure. You can also include any other information about your community, such as economic, educational or cultural factors, that you want us to consider.

**D. Project Coordinator/Installation Trainer/Personnel:**

In this section you should list the primary person who will be supervising this project for your organization. You should also list at least one person who is qualified to train potential installers in proper CO alarm installation technique. A qualified instructor is either a fire/life safety public education specialist, a fire/EMS recruit school instructor or any individual who has attended and successfully completed the *Exposing an Invisible Killer: Carbon Monoxide (CO) Alarm Grant Program* CO alarm installation training. This training will be provided during the same time interval indicated on the award letter for all selected applicants.

In addition, the project contact will be responsible for submitting an after action report (see form B), which is due no more than 30-days following the conclusion of the grantees installation program. The findings captured in this report will assist the grant administration team with determining the overall success and effectiveness of the CO Alarm Grant Program.

#### **E. Project Plan:**

In this section you will describe how you plan to install the CO alarms and provide the necessary education. You must demonstrate your agency/organization's ability to complete the project within a year's time, preferably before winter 2007 (heating season). For a thorough, well thought out project plan consider the following questions:

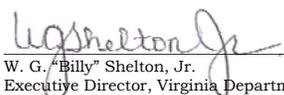
1. How will you identify households/communities at-risk for carbon monoxide exposure for the CO alarm installations? At-risk households may consist of the following populations:
  - Households with small children
  - Households with elderly residents
  - Households on fuel assistance programs
  - Persons with heart or lung problems
  - Households using alternative heating sources with poor ventilation, i.e. kerosene heaters, fuel burning stoves/fireplaces and back-up generators
2. Are these communities at high risk for heating/CO exposure-related incidents?
3. Describe the system that you will use to install the CO alarms.
4. Who will train the installers to properly execute the CO alarm program?

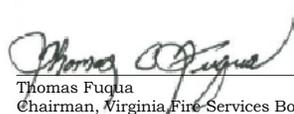
#### **F. Certification:**

This section must be signed by an official representative of your organization who has the authority to make an agreement on behalf of the organization. It is a promise to follow the rules and guidelines for the project. ***Please be sure that you are willing to agree to the conditions listed on the certification page before you sign it.***

#### **G. Additional Information:**

If you have questions about this application, or need any additional information, please contact [mark.buff@vdfp.virginia.gov](mailto:mark.buff@vdfp.virginia.gov) Or via telephone at 804/ 371-0220. You may also check the VDFP website – [www.vafire.com](http://www.vafire.com) - for project updates.

  
W. G. "Billy" Shelton, Jr.  
Executive Director, Virginia Department of Fire Programs

  
Thomas Fuqua  
Chairman, Virginia Fire Services Board

**Carbon Monoxide (CO) Alarm Grant Program Application (Form A) - Page 1 of 2**  
**Applications due by 5 PM on Friday, June 1, 2007**

**Please type or neatly print your responses below.**

**1. Contact Information:**

**a. Name of organization:**

**b. Mailing Address:**

**c. Contact Person:**

**d. Phone number:**

**e. Fax number:**

**f. E-mail:**

**2. Organization Description:**

**3. Community and Population Served:**

**4. Local Coordinator Responsible for CO Alarm Project and Qualifications of Coordinator and Installation Trainer/Personnel:**

**Carbon Monoxide (CO) Alarm Grant Program Application (Form A) – Page 2 of 2**  
**Applications due by 5 PM on Friday, June 1, 2007**

**5. Project Plan:**

**6. Number of CO alarms requested (please check):**

**Reminder:** The number of carbon monoxide alarms awarded to each participant will be based on the above increments and availability of alarms. VDFP reserves the right to make partial awards in any or all cases to maximize the use of the available resources (CO alarms) in a fair and equitable manner. Due to the limited number of CO alarms available in the grant program, VDFP reserves the right to base awards on the date of receipt for eligible applications in the event there are more requests for detectors than the current inventory.

<b>25</b> _____	<b>50</b> _____	<b>75</b> _____	<b>100</b> _____
<b>125</b> _____	<b>150</b> _____	<b>175</b> _____	<b>200(max.)</b> _____

**7. Certification:**

By signing below, I certify that I am an official representative of this organization with authority to enter into this agreement on behalf of the organization. I promise to abide by the rules and guidelines of the Carbon Monoxide Alarm Grant Program.

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Signature

## After Action Report (Form B)

**Organization:**

**Project Period:**

**Report Completed by:**

**Date:**

### **Section 1: Project Description**

Please briefly describe your project.

### **Section 2: Highlights**

Please summarize any noteworthy achievements/accomplishments.

### **Section 3: Lowlights**

Please summarize any problems that impacted goals set for your program (i.e. low turn-out, poor participation) and any significant actions you took to resolve these problems.

### **Section 4:**

#### **A. Community Outreach Activities**

Please list any community/school-based activities (i.e. presentations, education updates) as a result of the project. Include the types of activities provided and the approximate number of people reached.

#### **B. Media Coverage**

Please discuss any media coverage or awards for your program. How many newspaper articles and/or announcements have been printed or aired that covered this project? Please give estimates of number of people reached (i.e. viewers, readership) and attach any clippings or copies of the information.

#### **C. Community Collaborations**

Please list any community group and/or agency collaborations formed as a result of the project. Include the name of the community group and a description of any completed work or future collaborative activities.

#### **D. Anecdotes**

Please share any interesting anecdotes related to the project (community/service awards, lives saved/injuries prevented by the program).

## Virginia Fire Incident Reporting System (VFIRS) Participant Certification (Form C)

### Background:

The Virginia Department of Fire Programs maintains the Virginia Fire Incident Reporting System (VFIRS). VFIRS is the statewide system for tracking fire related emergencies. VFIRS has been designed as a tool for fire departments to report and maintain computerized records of fires and other fire department incidents in a uniform manner. By analyzing this data, we can see what causes fires and burns, determine if problems are getting better or worse and develop appropriate prevention plans.

**If your organization is a non-profit/community-based group please complete and return this form with your application.**

### 1) Name of VFIRS Participating Fire/EMS Department

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### 2) Name of non-profit agency/community-based group

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### 3) VFIRS Code

---

### 4) Certification signature from VFIRS

By signing this form, I certify that my department is a VFIRS participant and that I am an official representative of this department with authority to enter into this agreement to partner with the above named non-profit agency.

---

Printed name and title

---

Signature

### VFIRS Participant List (Form D)

**Note:** For a list of VFIRS participating fire/EMS departments in the County's listed below [click here.](#)

Locality	Code
Accomack	001
Albemarle	003
Alleghany	005
Amelia	007
Amherst	009
Appomattox	011
Arlington	013
Augusta	015
Bath	017
Bedford	019
Bland	021
Botetourt	023
Brunswick	025
Buchanan	027
Buckingham	029
Campbell	031
Caroline	033
Carroll	035
Charles City	036
Charlotte	037
Chesterfield	041
Clarke	043
Craig	045
Culpeper	047
Cumberland	049
Dickenson	051
Dinwiddie	053
Essex	057
Fairfax	059
Fauquier	061
Floyd	063
Fluvanna	065
Franklin	067
Frederick	069
Giles	071
Gloucester	073
Goochland	075
Grayson	077
Greene	079
Greenville	081
Halifax	083
Hanover	085
Henrico	087
Henry	089

<b>Locality</b>	<b>Code</b>
Isle of Wight	093
James City	095
King & Queen	097
King George	099
King William	101
Lancaster	103
Lee	105
Loudoun	107
Louisa	109
Lunenburg	111
Madison	113
Mathews	115
Mecklenburg	117
Middlesex	119
Montgomery	121
Nelson	125
New Kent	127
Northampton	131
Northumberland	133
Nottoway	135
Orange	137
Page	139
Patrick	141
Pittsylvania	143
Powhatan	145
Prince Edward	147
Prince George	149
Prince William	153
Pulaski	155
Rappahannock	157
Richmond	159
Roanoke	161
Rockbridge	163
Rockingham	165
Russell	167
Scott	169
Shenandoah	171
Smyth	173
Southampton	175
Spotsylvania	177
Stafford	179
Surry	181
Sussex	183
Tazewell	185
Warren	187
Washington	191
Westmoreland	193
Wise	195
Wythe	197

<b>Locality</b>	<b>Code</b>
Alexandria	510
Bedford	515
Bristol	520
Buena Vista	530
Charlottesville	540
Chesapeake	550
Colonial Heights	570
Covington	580
Danville	590
Emporia	595
Fairfax	600
Falls Church	610
Franklin	620
Fredericksburg	630
Galax	640
Hampton	650
Harrisonburg	660
Hopewell	670
Lexington	678
Lynchburg	680
Manassas	683
Manassas Park	685
Martinsville	690
Newport News	700
Norfolk	710
Norton	720
Petersburg	730
Poquoson	735
Portsmouth	740
Radford	750
Richmond	760
Roanoke	770
Salem	775
Staunton	790
Suffolk	800
Virginia Beach	810
Waynesboro	820
Williamsburg	830
Winchester	840

## Carbon Monoxide Alarm Installation Report Form

Instructions: Please complete the required portions of the Installation Report Form and send a copy to: VDFP, Attn: Carbon Monoxide Alarm Program, 1005 Technology Park Drive, Glen Allen, VA 23059. Please call 804/371-0220 with any questions. Failure to return Installation Report Forms will result in grantee fire department/agency being disqualified from participation in the Be Fire Safe, Virginia CO Alarm Grant Program for a period of not less than three (3) years.

Fire Department/Agency: \_\_\_\_\_

Installation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Alarms Installed: \_\_\_\_\_

Location:      First Floor: #\_\_\_\_      Second Floor: #\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Installer's Signature

Installer's Printed Name

---

### Release of Liability

I affirm that the carbon monoxide alarm(s) were installed at the address listed above and were demonstrated to be operable. I will not hold the Virginia Department of Fire Programs, the Fire Department or Agency listed above, the Commonwealth of Virginia, political subsidiaries of the Commonwealth of Virginia, or employees thereof liable for injury to persons arising out the installation, use, malfunction, or removal of donated carbon monoxide alarms. Further, I agree not to bring any claim against sponsors, employees or volunteers, and hold them harmless and release them from all claims, actions, damages, and liability resulting from the use or malfunction of this carbon monoxide alarm(s). I further understand that this is a public service being provided to me and that the sponsors or installers are not dealers of this type of goods and make no warranty on the carbon monoxide alarm(s).

Occupant's Signature

Occupant's Printed Name

The Virginia Department of Fire Programs and the Fire Department/Agency listed on this form are providing and installing carbon monoxide alarm(s) for use at the address above free of charge and are not responsible for the proper operation of these carbon monoxide alarms. The resident is responsible for keeping the alarm(s) in proper operating condition. Please see the manufacturer's instructions.