UNIVERSITY SAFETY OFFICE

SUBJECT: Fire Alarm Callout Procedure

I.   PURPOSE

The purpose of this operating instruction is to establish a defined set of procedures for responding to and rectifying fire alarm activations and trouble indications across campus.

II.   SCOPE

In order to operate fire alarm systems properly and maintain the working order of fire alarm devices, this operating procedure defines the responsibilities of the Fire Alarm Technicians with Physical Plant and Residence Life Maintenance staffs and the University Police staff. By following these procedures, the response to fire alarm incidents will become a coordinated effort thereby benefiting all offices involved.

III.   DEFINITIONS

Full Alarm – Activation of a smoke detector, fire alarm pull station, sprinkler system flow switch or other device that initiates a fire alarm through out the building and prompting the building occupant to evacuate.

Non-emergency response - a situation occurring after hours or over the weekend requiring a response that may be deferred until the beginning of normal work hours. Subject work orders will however be coded "E" for emergency.

Resetting the system – The fire alarm system must be reset after activation to place the system into normal operating mode

Silencing the alarm or system – To deactivate the fire alarm system audio/visual devices .

Trouble Alarm – a trouble alarm indicates a problem with a part of the alarm system that does not significantly impair the operation of the fire alarm system, i.e. back battery supply is weak.

UPD – University Police Department

IV.   REQUIREMENTS

    A. All Buildings Will Always Be Evacuated For Full Alarms.
    B.   After UPD has declared the building safe, the alarm may be silenced by the appropriate personnel as outlined below.

C. Prior to resetting the system, the cause of the alarm must be determined. Resetting system includes resetting pull stations as well as resetting the main panel.

D. If the building's heating ventilation and air conditioning (HVAC) system is disabled because of a fire alarm, Work Control or UPD must dispatch the Fire Alarm Technician.

E. Prior to, and at the completion of maintenance being performed, the Fire Alarm technician should notify:

   1) UPD dispatch

   2) Physical Plant Work Control or Residence Life Work Control

   3) Appropriate building liaison (hall director, building liaison, etc.)

V.   FULL ALARMS:

A. Residence Halls:

   1) <u>Working Hours</u>: UPD responds and assesses threat. If no threat, Hall Director will silence alarm and reset both system pull stations and alarm panel. Once the panel resets the occupants may reenter the building. If the panel will not reset the Hall Director re-silences panel and requests Work Control to dispatch Fire Alarm Technicians immediately and occupants may reenter the building.

   2) <u>Non Working Hours/Weekends</u>: UPD responds, assesses threat and provides assistance to Hall Director as needed. If no threat, Hall Director will silence alarm and reset both system pull stations and alarm panel. If the panel will not reset the Hall Director re-silences panel and occupants may reenter the building. Hall director notifies UPD who makes entry on call-out log for the Fire Alarm Technicians to respond on the next workday.

B. All Other Buildings:

   1) <u>Working Hours</u>: UPD responds and assesses threat. If no threat, UPD will silence alarm and reset both system pull stations and alarm panel. If the panel resets, occupants may reenter the building. If not, UPD re-silences panel and requests Work Control to dispatch Fire Alarm Technicians immediately and occupants may reenter the building.

   2) <u>Non Working Hours/Weekends</u>: UPD responds, assesses threat and provides assistance as needed. If no threat, UPD will silence alarm and reset both system pull stations and alarm panel. If the panel resets, occupants may reenter the building. If not, UPD re-silences panel and occupants may reenter the building. UPD makes entry on call-out log for the Fire Alarm Technicians to respond on the next workday.

VI. TROUBLE ALARMS:

Trouble alarms shall be monitored by the Fire Alarm Technician(s) by any of the following means:

1) Review the information on the Fire Alarm Monitoring System (FAMS) printer at UPD.

2) Remote monitoring via computer accessing the FAMS.

3) Text messaging or phone call initiated by FAMS.