PROCEDURE

Effective Date: 06/27/02. Rev 1 08-31-06
Approved By: Vice President, Business & Financial Affairs

Authority: POL U5950.01 Health, Safety & Environmental Protection
POL BFA5000.04 Fire Alarm Response

PRO-5000.04A RESPONDING TO FIRE ALARM DURING BUSINESS HOURS

Action by: UPD Dispatcher

Action:

1. Receives report of smoke or fire and determines location (skip to step 8).

-OR-

2. Notices activation of fire monitoring system (skip to step 7).

-OR-

3. Receives report of alarm sounding.

4. Confirms the alarm is NOT local (in room only) and is sounding in the hallways and through the building (skip to step 7).

4a. If the alarm is local ONLY, uses PRO-5000.04D, “Responding to Local Smoke Detector Alarm”

-OR-

FM Employee, EHS Employee

-OR-

UPD Officer

5. Hears a fire alarm sounding throughout a building or receives information about alarm sounding.

6. Contacts UPD Dispatch by phone (x3911) or by radio and provides details and location of alarm.

Note: Emergency phones on campus may be used when no other phone is available.

UPD Dispatcher

7. Checks information for prior notification of fire drill, system testing or maintenance activity in area of alarm.
PROCEDURE

**Action by:** UPD Dispatcher (continued)

**Action:**

7a. If notification of fire drill or fire system testing activity in area, notifies reporting party (if any) and takes no further action.

7b. If notification of maintenance activity in area (skip to step 8).

8. Dispatches UPD Officer to site of alarm.

9. Calls Bellingham Fire Department (911) and directs to site of alarm.

10. Notifies EHS of alarm situation via telephone, cell phone, or through FM Base.


11a. If there is indication of water flow or sprinkler activation, informs FM Base of need for a plumber.

12. Meanwhile, makes notifications as defined in the UPD dispatch manual.


15. Contacts FM Technical Maintenance Control Tech, Maintenance Mechanic, Electrician and, if necessary, Plumber as per PRO-5750.01A, “Calling out FM Personnel” and dispatches personnel to site of alarm.

**PROCEDURE**

**Action by:**  
FM Energy Mgmt

15b. **Monitors** building system alarm and **acts** as per phone instructions.

FM Tech Maint, Maint Mech, and Plumber

16. **Responds** to the building fire annunciator panel (near the building front door).

17. **Assists** UPD Officer as directed.

17a. When assigned tasks are completed, **reports** to the Command Post (police vehicle, the fire truck) and **assists** as needed.

UPD Officer

18. When the building is released (from TSK-5000.04A, “UPD Responding to Fire Alarm”), **gives** clearance to FM Technical Maintenance.

FM Technical Maintenance

19. **Resets** fire control system (see TSK-5000.04C, “Resetting Fire Control System”).

19a. If the system cannot be reset, **gets** instruction from the Bellingham Fire Department as to the need for a fire watch.

20. **Informs** the UPD Officer of system reset or need for a fire watch.

UPD Officer

21. When the emergency is over, **assures** an all clear signal is given to all bystanders.

22. **Assures** a fire watch is present until the system is reset.

23. When notified of system reset by FM Technical Maintenance, **releases** fire watch.