PRO-5000.04B  RESPONDING TO FIRE ALARM AFTER BUSINESS HOURS

**Action by:**

**UPD Dispatcher**

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** -

**UPD Officer**

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

6. **Contacts** UPD Dispatch by radio and **provides** details and location of alarm.

**UPD Dispatcher**

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

   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, uses PRO-5000.04E, “Responding to Maintenance Activated Fire Alarm”.

8. Dispatches UPD Officer to site of alarm.

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

10. Calls-out FM Personnel as per PRO-5750.01B, “Calling out FM Personnel after Business Hours”.

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

11a. If a fire is present, completes a checklist for providing preliminary information
   - Fire damage
   - Water damage
   - Smoke damage
   - Injury (number and severity)
   - Number of residence rooms unusable
   - Number of academic rooms unusable

11b. If a fire is present, notifies the following (with above information)
   - Chief of Police
   - Assistant Chief of Police
   - EHS
   - If state funded facility, FM (as per Emergency Call Out List)
   - If auxiliary facility, FM (as per Emergency Call Out List) and building manager/owner

12. Responds as in TSK-5000.04A, “UPD Responding to Fire Alarm”.

UPD Dispatcher (continued)

Action by: UPD Dispatcher

Action: 7b. If notification of maintenance activity in area, uses PRO-5000.04E, “Responding to Maintenance Activated Fire Alarm”.

8. Dispatches UPD Officer to site of alarm.

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

10. Calls-out FM Personnel as per PRO-5750.01B, “Calling out FM Personnel after Business Hours”.

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

11a. If a fire is present, completes a checklist for providing preliminary information
   - Fire damage
   - Water damage
   - Smoke damage
   - Injury (number and severity)
   - Number of residence rooms unusable
   - Number of academic rooms unusable

11b. If a fire is present, notifies the following (with above information)
   - Chief of Police
   - Assistant Chief of Police
   - EHS
   - If state funded facility, FM (as per Emergency Call Out List)
   - If auxiliary facility, FM (as per Emergency Call Out List) and building manager/owner

UPD Officer

12. Responds as in TSK-5000.04A, “UPD Responding to Fire Alarm”.

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<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
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</thead>
<tbody>
<tr>
<td>FM Responding Personnel</td>
<td>13. <strong>Responds</strong> to UPD Dispatch at the Public Safety Building as per PRO-5750.01C, “Responding to After Hours Emergency”.</td>
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<td></td>
<td>14. <strong>Picks up</strong> UPD radio and keys at UPD and gets tools, truck, and Facilities Management radio at Physical Plant</td>
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<td></td>
<td>15. <strong>Meets</strong> UPD Officer and <strong>assists</strong> as directed.</td>
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<tr>
<td>15a. Meanwhile, <strong>assesses</strong> need for additional FM Personnel and if necessary <strong>requests</strong> UPD dispatcher to call-out (step 10).</td>
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<tr>
<td>UPD Officer</td>
<td>16. When the building is released (from TSK-5000.04A, “UPD Responding to Fire Alarm”), <strong>gives</strong> clearance to FM Responding Personnel.</td>
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<tr>
<td>FM Responding Personnel</td>
<td>17. <strong>Resets</strong> fire control system (see TSK-5000.04C, “Resetting Fire Control System”).</td>
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<tr>
<td>17a. If the system cannot be reset, <strong>gets</strong> instruction from the Bellingham Fire Department as to the need for a fire watch.</td>
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<tr>
<td>UPD Officer</td>
<td>18. <strong>Informs</strong> the UPD Officer of system reset or need for a fire watch.</td>
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<td></td>
<td>19. When the emergency is over, <strong>assures</strong> an all clear signal is given to all bystanders.</td>
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<td></td>
<td>20. <strong>Assures</strong> a fire watch is present until the system is reset.</td>
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<td></td>
<td>21. When notified of system reset by FM Technical Maintenance, <strong>releases</strong> fire watch.</td>
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